Pocket PC Phone

User Manual

Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your Pocket PC Phone.

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5,506,865	5,109,390	5,511,073	5,228,054	5,535,239	5,710,784
5,267,261	5,544,196	5,267,262	5,568,483	5,337,338	5,659,569
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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages. Additional safety information can be found in the Appendix at the end of the user manual.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.
- **Handle battery packs carefully**
  This product contains a Li-ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).

WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60˚C (140˚F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

PREVENTION OF HEARING LOSS

CAUTION: Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

Turn down the volume before using headphones or other audio devices. An excessive sound volume level could cause damage to your hearing.

SAFETY IN AIRCRAFTS

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off the phone by switching to Flight Mode.

ENVIRONMENT RESTRICTIONS

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, chemical plants, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your device near metal structures (for example, the steel frame of a building).
- Avoid using your device near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

HEARING AIDS

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONIZING RADIATION

This product should be operated in the suggested normal condition only to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

GENERAL PRECAUTIONS

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside the device should be done by an authorized service technician or provider.
- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.
- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including, but limited to, amplifiers) that produce heat.
- **Avoid wet areas**
  Never use the product in a wet location.
- **Avoid using your device after a dramatic change in temperature**
  When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

  NOTE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on the power.
- **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.
- **Mounting Accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.
- **Avoid unstable mounting**
  Do not place the product with an unstable base.
- **Use product with approved equipment**
  This product should be used only with personal computers and options identified as suitable for use with your equipment.
- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

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Chapter 1
Getting Started

1.1 Getting to Know Your Device and Its Accessories

1.2 Battery Information

1.3 Starting Up

1.4 The Today Screen

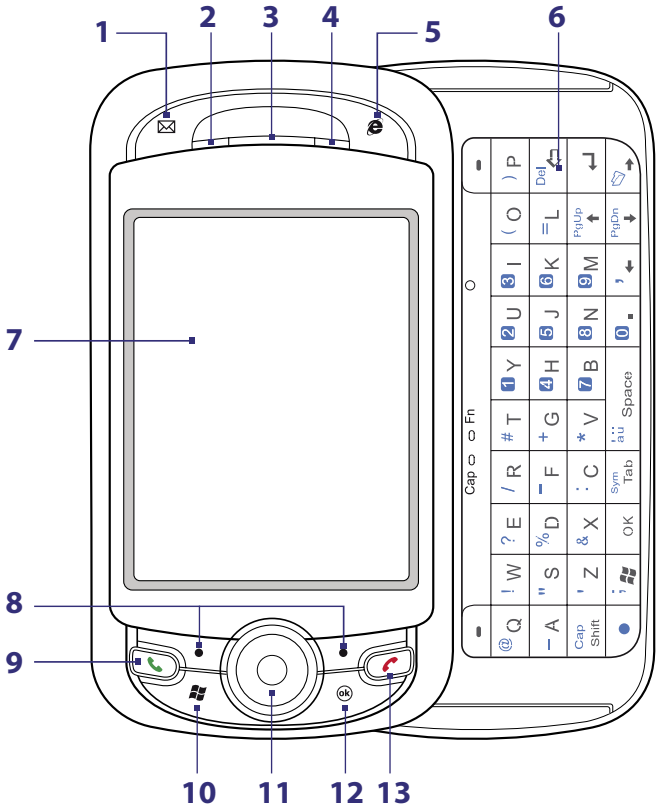
1.5 Status Icons

1.6 The Start menu

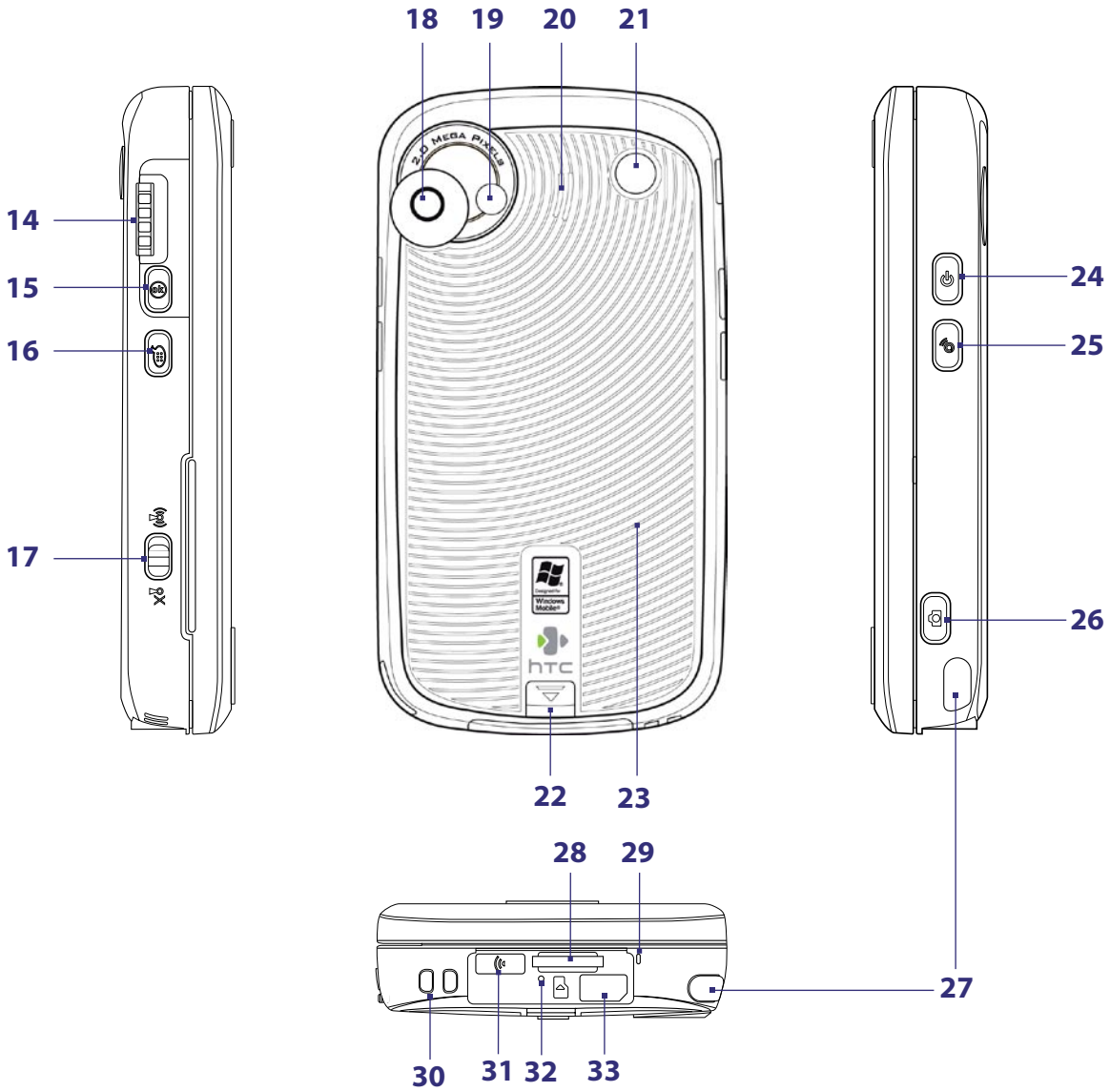
1.7 Programs

1.8 Settings

1.1 Getting to Know Your Device and Its Accessories



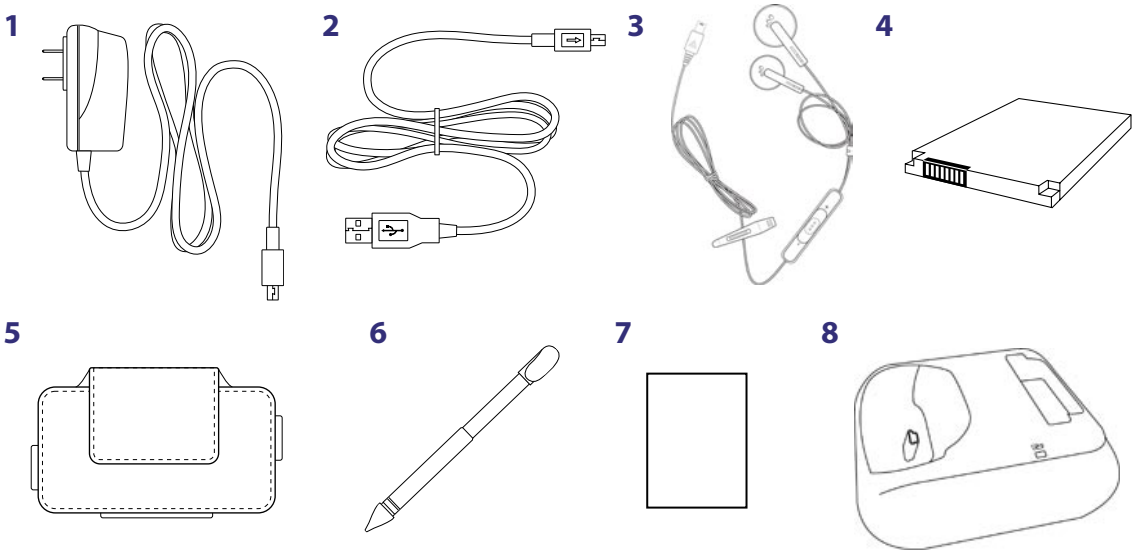
No.	Item	Function
1	**MESSAGING Button**	Press to access your messages.
2	**Notification LED 1**	This LED displays the following: • A blinking Blue light for Bluetooth to notify you the system is powered-up and ready to transmit radio frequency signal. • A blinking Green light when Wi-Fi is enabled. • When both Bluetooth and Wi-Fi are enabled, their lights will blink alternately.
3	**Earpiece**	Listen to phone calls.
4	**Notification LED 2**	This LED displays the following: • A solid Amber light when the battery is charging; a solid Green light when the buttery is fully charged. • A blinking Green light when the device is connected to CDMA network.
5	**INTERNET EXPLORER Button**	Press to open Internet Explorer Mobile.
6	**Hardware Keyboard**	This is a QWERTY-style keyboard just like the computer keyboard. Slide the touch-screen panel to the left to reveal the keyboard. The protective film on the sliding keyboard can be removed.
7	**Touch Screen**	Tap the screen with the stylus to write, draw, or make a selection.
8	**Left and Right SOFT KEYS**	Press to execute the command shown on screen above the button.
9	**TALK Button**	Press to answer an incoming call or go to the phone dialer screen.
10	**START Button**	Press to open the Start menu.
11	**Navigation Key/ ENTER Button**	Press this multi-directional control up, down, left, or right to move through menus and program instructions; carry out the selection by pressing the center of this control.
12	**OK Button**	Press to confirm your data entries, or to exit the program in use.
13	**END Button**	Press to end a call or to return to the Today screen.



No.	Item	Function
14	**Jog Wheel**	While on the Today screen or using applications, scroll up or down to navigate through menus or program instructions; press the wheel to carry out a selection. During a call or while playing music, scroll up or down to adjust the sound volume.
15	**OK Button**	Press to confirm your data entries, or to exit the program in use.
16	**VOICE COMMAND Button**	Press to start Voice Speed Dial; press and hold to record a voice note.
17	**WLAN Switch**	Slide up to turn Wi-Fi on, down to turn Wi-Fi off.
18	**Camera**	Use the camera to take still photos and record video clips.
19	**Flash Light**	When turned on, it illuminates your subject and allows you to capture clear photos or video in dark-lit environments.
20	**Speaker**	Used when speaker mode has been enabled, and to listen to media.
21	**Car Antenna Connector**	Connect your device to the car antenna while in a car to have better reception quality.
22	**Battery Cover Latch**	Press downward to release the battery cover.
23	**Battery Cover**	After pressing down the cover latch, remove the battery cover to access the battery compartment.

No.	Item	Function
24	**POWER Button**	• Press and hold to turn on the device. • Press to turn off the display temporarily. This switches your device to Sleep mode. You can still receive calls and messages when your device is in Sleep mode. • Press and hold (for about 5 seconds) to turn off the power completely. All functions including the phone will be unavailable for use.
25	**COMM MANAGER Button**	Press to open the Comm Manager. Comm Manager lets you easily turn on/off your device's connections (such as Bluetooth, Wi-Fi, enable 'Flight Mode' and cellular data connection), ringer, phone, etc.
26	**CAMERA Button**	Press to launch the Camera; press again to take a photo or video clip, depending on the specified capture mode.
27	**Stylus**	Use the stylus to write, draw, or select items on the touch screen.
28	**microSD Card Slot**	Insert a microSD memory card for storing data.
29	**Microphone**	Speak into the microphone during a phone call or voice recording.
30	**Strap Holder**	Attach a strap for carrying your device.
31	**Infrared Port**	Exchange files or data with other infrared enabled devices wirelessly.
32	**RESET Button**	With the stylus, press the RESET button to soft-reset your device.
33	**Sync Connector/ Earphone Jack**	Connect the supplied AC charger to charge the battery or the USB cable to synchronize data with the PC. You can also plug in the provided splitter cable to allow the AC charger and your stereo headset to be connected to the device at the same time.

Accessories



No.	Accessory	Function
1	**AC charger**	Recharges the battery.
2	**USB Sync cable**	Connects your device to a PC and synchronizes data.
3	**Mini-USB Stereo headset**	Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call.
4	**Battery**	
5	**Pouch**	Comes with belt clip. Store your device in the pouch to keep it from dust and scratches.
6	**Stylus**	An extra stylus pen is provided.
7	**Screen Protector**	
8	**USB Cradle**	Allows you to recharge your device and a second battery (if available), and to use ActiveSync to synchronize data between your device and your PC. • To recharge the device (or battery), connect the cradle to the electrical outlet. • To synchronize data, connect the cradle to the USB port on your PC.

1.2 Battery Information

Always turn off your device before installing or replacing the battery. Follow the instructions in the Quick Start Guide to install the battery.

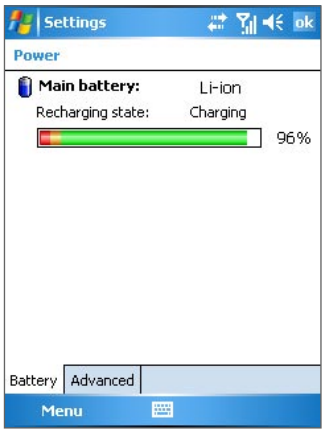
Your device contains a rechargeable Li-ion polymer battery. This device is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including your wireless service provider's network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

Warning! To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

To check the battery power

1. Power on your device.
2. Do one of the following:
   - Tap the battery level icon ( ) on the Today screen.
   - Alternatively, tap **Start** > **Settings** > **Systems** tab > **Power**.



Battery power information

Charge the battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles. You can charge the battery in two ways:

- Charging your device's battery by using the AC charger.
- Connecting your device to a PC via the provided USB Sync cable.
- Connect the USB cradle to an electrical outlet or your PC, and use the cradle to charge the battery.

Warning!
- Do not remove the battery from the device while you are charging it using the AC or car charger.
- As a safety precaution, the battery stops charging when it overheats.

Low battery

When the low-battery warning appears, do the following:

- Immediately save your current data.
- Synchronize with your PC or connect the AC charger to charge the battery.
- Turn off your device.

1.3 Starting Up

Turn your device on and off

To turn on your device, press and hold the POWER button ( ). When you turn on your device for the first time, a Quick Start Wizard will guide you through the screen calibration process and the setup of regional settings, date and time, and password. For more information about touch screen calibration, see "Calibrate the device". For information about setting a device password, see "Protecting Your Device" in Chapter 5.

To turn off your device, press and hold the POWER button ( ) for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

Switching your device to Sleep mode

Quickly pressing the POWER button ( ) turns off the display temporarily and switches your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device also automatically reverts to Sleep mode when you leave the device idle after a certain amount of time.

To specify the timeout period before your device goes into Sleep mode

1. Tap **Start > Settings > System** tab **> Power > Advanced** tab.
2. Under **On battery power**, make sure the **Turn off device if not used for** check box is selected.
3. Select the battery timeout period, then tap **OK**.

You will still be able to receive messages and calls when your device is in Sleep mode. Your device wakes up automatically when you press POWER ( ) again or when there are new incoming calls/messages.

Calibrate the device

Calibrating the touch screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap **Start > Settings > System** tab **> Screen**.
2. On the **General** tab, tap **Align Screen**, then follow the on-screen instructions to complete the calibration.

Manage screen settings

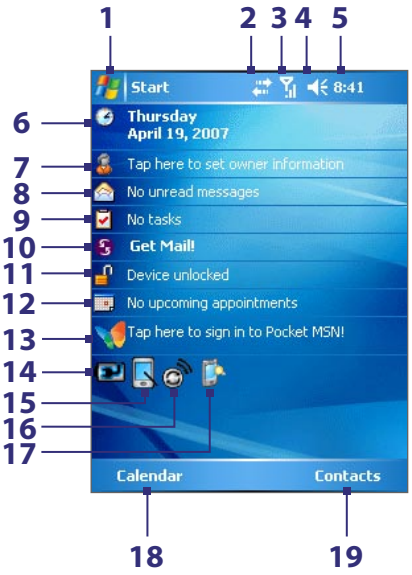
The device's display has the following orientation modes: **Portrait**, **Landscape (right-handed),** and **Landscape (left-handed)**. Portrait mode allows you to get a better view or a better operation of certain programs, while Landscape mode may be optimal for viewing lengthy files.

- To change the orientation, tap **Start > Settings > System** tab **> Screen**, and select the orientation you want.
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

1.4 The Today Screen

The Today screen displays important information, such as upcoming appointments, number of new messages, and your tasks. You can tap an item on the Today screen to open the associated program.

- To access the Today screen, tap **Start** > **Today**.
- To customize the Today screen display, including the background image, tap **Start** > **Settings** > **Personal** tab > **Today**.



1 Tap to open the Start menu.
2 Tap to view connectivity status.
3 Indicates the radio signal strength. Tap to configure the phone settings.
4 Tap to adjust device/ringer volume.
5 Displays the current time. Tap to check the current date and upcoming appointments. Tap and hold to change the clock mode to Analog or Digital.
6 Displays the current date. Tap to set up date, time, alarm, and more.
7 Tap to set owner information.
8 Indicates the incoming messages. Tap to open **Messaging**.
9 Displays the task(s) that you need to do. Tap to open **Tasks**.
10 Allows you to send/receive e-mails, update your calendar and view the company contacts in real time form your device.
11 Tap to lock the device. The icon changes to . Tap **Unlock** on the Today screen to unlock again.
12 Reminds you of the appointment(s). Tap to open **Calendar**.
13 Tap to sign in to Pocket MSN.
14 Indicates the battery status. Tap to open the Power Settings screen.
15 Tap to toggle the screen between portrait and landscape orientation.
16 Tap to open Comm Manager.
17 Tap to open the Backlight Settings screen.
18 Tap to open Calendar or view Notification.
19 Tap to open Contacts.

1.5 Status Icons

The following are some of the status icons that you may see on the device.

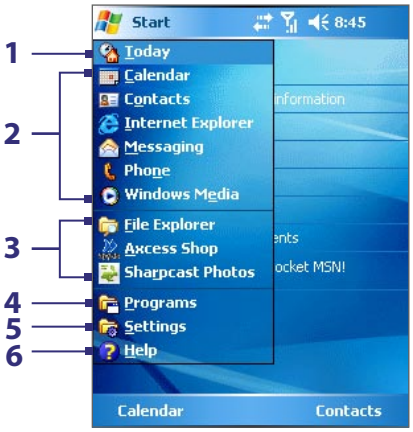
Icon	Description
	New e-mail or text messages
	New voice mail
	New MSN message
	There are more notifications. Tap the icon to view all.
	Speakerphone on
	Voice call in progress
	Missed call
	Maximum signal strength
	No signal
	Phone is turned off

Icon	Description
	No phone service
	Searching for phone service
	1xRTT available
	EVDO available
	Data connection is active and transmitting data
	Data connection is active but idle
	Roaming
	Connection is active
	Connection is not active
	Synchronization in progress
	Synchronization error
	ActiveSync notification
	Wi-Fi function enabled, but device not yet connected to a wireless network
	Wireless network(s) detected
	Connecting to wireless network (arrows moving); Connected to wireless network
	Synchronizing via Wi-Fi
	Vibration mode
	Sound on
	Sound off
	Alarm
	Device is locked
	Device is unlocked
	Battery is fully charged
	Battery power is very low
	Battery charging
	Portrait mode
	Landscape mode
	Bluetooth stereo headset detected
	Serial USB connection active

Note The USB to PC ( ) icon appears on the Today Screen when your device is connected to your computer and you enable a serial USB connection between them. For more information about USB to PC, see "Device Settings" later in this chapter.

1.6 The Start menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.



1. Tap to switch to the Today screen.
2. Tap to start a program. The items displayed in the Start menu can be customized by tapping **Start** > **Settings** > **Personal** tab > **Menus**.
3. Tap to start a recently-used program.
4. Tap to view and select more programs that are installed on your device.
5. Tap to change device settings.
6. Tap to see a Help topic for the current screen.

1.7 Programs

The following are some of the programs that are already installed on your device.

Programs in the Start menu

Icon	Description
	Calendar Allows you to keep track of your appointments and create meeting requests.
	Contacts Allows you to keep track of your friends and colleagues.
	Internet Explorer Mobile Allows you to browse Web and WAP sites as well as download new programs and files from the Internet.
	Messaging Allows you to send and receive e-mail and text messages.
	Phone Lets you make and receive calls, switch between calls, and set up conference calling.
	Windows Media Player Mobile Lets you play back audio and video files.
	Help Displays help information for the current screen.

Programs screen

Icon	Description
	Games Lets you play pre-installed games: like **Bubble Breaker** and **Solitaire**.
	ActiveSync Synchronizes information between your device and a PC or the Exchange Server.
apps	**Axcess Shop** Lets you view, sort, organize and download software applications, games, and entertainment on your device.
	Adobe Reader LE Enables you to view PDF (Portable Document Format) files on your device.
	Calculator Lets you perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	Camera Snaps photos or shoots video clips with accompanying audio.

Icon	Description
	Download Agent Provides information about the download status and the downloaded content from the Internet.
	Excel Mobile Creates new workbooks or lets you view and edit Excel workbooks.
	File Explorer Enables you to organize and manage files on your device.
	Notes Allows you to create handwritten or typed notes, drawings, and recordings.
	Pictures & Videos Lets you view and manage your picture and video files on your device or a storage card.
	Pocket MSN Lets you send and receive instant messages with your MSN Messenger contacts, as well as access your Hotmail account, if you have one.
	PowerPoint Mobile Lets you view PowerPoint slides and presentations.
	Search Enables you to search contacts, data, and other information on your device.
	Sharpcast Photos Allows you to synchronize photos on your PC, mobile device, and the Web so they are always up-to-date and accessible from anywhere.
	Tasks Allows you to keep track of your tasks.
	Terminal Services Client Allows you to log on a PC running Terminal Services or Remote Desktop, and use all of the programs available on that PC from your mobile device.
	Text Messages Retry Resends text messages that were not successfully delivered.
	Voice Speed Dial Allows you to record voice tags so that you can dial a phone number or launch programs simply by speaking a word.
	Voice Speed Dial Switch Enables or disables Voice Speed Dial to be launched when the VOICE COMMAND button is pressed.
	Word Mobile Lets you create, view, and edit Word documents.
	ZIP Enables you to save memory and free up storage space on your device by compressing files in the conventional ZIP format.

1.8 Settings

You can adjust the device settings to suit the way you work. To see all available settings, tap **Start** > **Settings**, then tap the **Personal**, **System**, and **Connections** tabs located at the bottom of the screen.

Personal tab

Icon	Description
	Buttons Assigns a program to a hardware button.
	Input Sets options for each of the input methods.
	Lock Sets a password for your device.
	Menus Sets what programs will appear in the Start menu.
	MSN Options Allows you to customize settings for the applications included in Pocket MSN such as MSN Hotmail and MSN Messenger.
	Owner Information Allows you to enter your personal information on your device.
	Phone Allows you to customize phone settings such as ring tone, optional phone services, and more.
	Sounds & Notifications Enables sounds for events, notifications, and more, and allows you to set the type of notification for different events.

Icon	Description
	Today Allows you to customize the appearance and the information to be displayed on the Today screen.
	Voice Speed Dial Allows you to create voice tags for voice dialing contacts as well as for launching programs.

System tab

Icon	Description
	About Allows you to specify a name for your device. Also shows the Windows Mobile version and copyright information.
	Backlight Sets the backlight timeout and brightness.
	Certificates Shows information about certificates that are installed on your device.
	Clear Storage Removes all your data and files from the memory and resets your device to factory default settings.
	Clock & Alarms Switches the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	Device Information Shows information about the firmware version, hardware, identity, and the duration of calls made on your device.
	Error Reporting Enables or disables the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	Key Lock Locks the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.
	Memory Shows the device memory allocation status and memory card information. Also allows you to stop currently running programs.
	Power Shows the current battery level. Also allows you to set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	Regional Settings Sets the regional format to use for displaying numbers, currency, date, and time on your device.
	Remove Programs Lets you remove programs that you installed on your device.
	Screen Allows you to change the screen orientation, re-calibrate the screen, and change the screen text size.

Connections tab

Icon	Description
	Beam Enables your device to receive incoming infrared and Bluetooth beams.
	Bluetooth Turns Bluetooth on, sets your device to visible mode, and allows you to scan for other Bluetooth devices.
	Comm Manager Allows you to manage the device's connections (including Bluetooth, Wi-Fi, and cellular data connection), turn the phone function on or off, change to ringer or vibration mode, and more.
	Connections Sets up one or more types of modem connections for your device, such as phone dial-up, Bluetooth, and more, so that your device can connect to the Internet or a private local network.
	USB to PC Sets the USB connection between your device and PC, and helps with problems connecting ActiveSync.
	Network Cards Allows you to configure the network card for the device.
	Wireless LAN Shows information about the active wireless network, and allows you to customize Wi-Fi settings.

Chapter 2
Entering and Searching Information

2.1 Using the Hardware Keyboard

2.2 Entering Information

2.3 Using On-screen Keyboard

2.4 Using Letter Recognizer

2.5 Using Block Recognizer

2.6 Using Transcriber

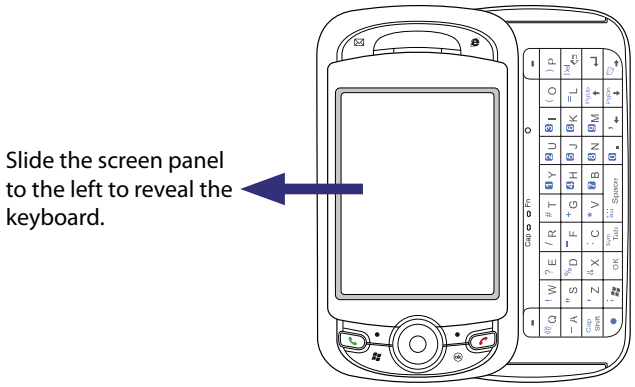
2.7 Using Symbol Pad

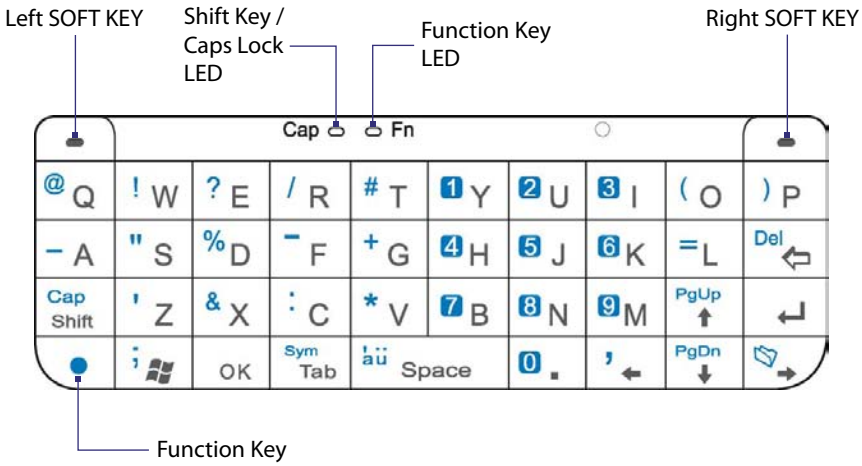
2.8 Using Notes to Draw, Write, and Record Voice Notes

2.9 Searching Information

2.1 Using the Hardware Keyboard

Your device provides you with a **QWERTY** keyboard, which is similar to a standard keyboard on your PC.





When you slide open the hardware keyboard, the screen automatically changes to landscape view. The screen changes back to portrait view when you close the hardware keyboard.

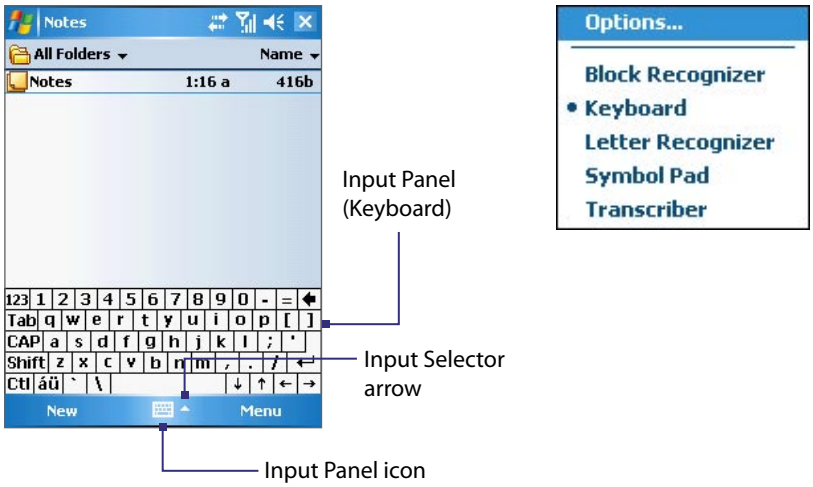
You can do the following with the QWERTY keyboard:

- To type lowercase letters, press the keys using your thumbs or fingers.
- To turn on Caps Lock mode so that you can type all uppercase letters, press the Function Key ( ) first, then press Cap Shift. The Shift Key/Caps Lock LED lights up to indicate that Caps Lock mode is enabled. To turn off Caps Lock mode, press these buttons again.
- To type a single uppercase letter, press Cap Shift and then press the desired letter.
- To enter a number or symbol (labeled in color on the keys), press and then press the corresponding key.
- To open the Symbol Pad, press and then press Sym Tab.
- Press the Left/Right SOFT KEY (/) to perform the command shown in the label above the key.
- Press OK to verify your data entries or exit the program in use.
- Press to open the Start menu.
- Press the arrow keys PgUp PgDn for directional movement.
- To type accented characters (like á, ã, ç, ê, í, ó, ü, etc), press the letter key first, then hold and at the same time press the space bar áü Space several times until you find the correct character you need.

2.2 Entering Information

When you start a program or select a field that requires text or numbers, the **Input Panel** icon becomes available on the menu bar.

Tap the **Input Selector** arrow (that appears next to the **Input Panel** icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding **Input Panel** is then displayed and you can use it to enter text. To toggle between showing and hiding the **Input Panel**, simply tap the **Input Panel** icon.



Icon	Input method
	On-screen Keyboard
	Letter Recognizer or Block Recognizer
	Symbol Pad
	Transcriber

Note Some text input methods may not be available in certain language versions of the device.

2.3 Using On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

To enter text using the on-screen Keyboard

1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

To increase or decrease the size of the keyboard keys

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Select **Large keys** or **Small keys**.

2.4 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter capital letters by writing in the **ABC** (left) area of the box.
   - Enter lower case letters by writing in the **abc** (middle) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

Note **Letter Recognizer** is available when text entry is possible.

Tip For help with writing characters, tap the question mark near the writing area.

2.5 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter letters by writing in the **abc** (left) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

Note **Block Recognizer** is available when text entry is possible.

Tip For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.

2.6 Using Transcriber

Transcriber is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

To start Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

To write using Transcriber

1. In a program, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

- From a program, tap on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

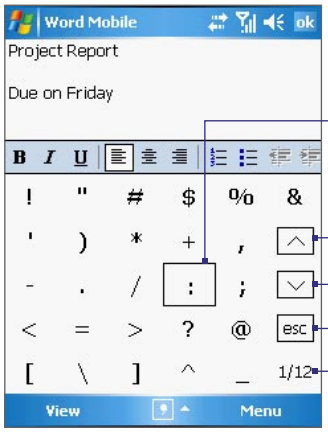
Tips
- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
- When no text is selected, you can also open the keyboard by doing the gesture. For more information about using Transcriber gestures, see Help on your device.

To edit text

1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
   - Rewrite the text.
   - Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

2.7 Using Symbol Pad

Symbol Pad provides a comprehensive list of common symbols such as parentheses, brackets, currency signs, and more, as well as punctuation marks and special characters.



Tap a symbol to select it. Use the Navigation Key ( ) or press the arrow keys on the hardware keyboard to navigate through the available symbols, then press ENTER to select a symbol.

Tap to display the previous page of symbols.

Tap to display the next page of symbols.

Tap to close the Symbol Pad without selecting any symbol.

This indicates the current page and the total number of symbol pages.

To open the Symbol Pad and select a symbol

1. Create or open a document, such as a Word document.
2. To open the Symbol Pad:
   - Tap the **Input Selector** arrow, then tap **Symbol Pad**; or
   - Using the hardware keyboard, press and then press .

3. To browse through the pages of symbols, tap ^ / v on the Symbol Pad screen.
4. Tap a symbol to select it and close the Symbol Pad. The selected symbol will then be inserted in your document.

2.8 Using Notes to Draw, Write, and Record Voice Notes

Using **Notes**, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, see "Notes" in Chapter 6.

2.9 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start** > **Programs** > **Search**.
2. In the **Search for** field, you can:
   - Enter the file name, word, or other information you want to search for.
   - Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

Note The storage card symbol is displayed next to the names of files saved on a storage card.

Chapter 3
Using Phone Features

3.1 Using the Phone

3.2 Making a Call

3.3 Receiving a Call

3.4 Smart Dialing

3.5 In-call Options

3.6 Additional Dialing Information

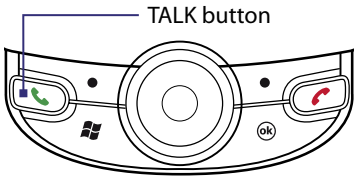
3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send text messages. You can also dial directly from Contacts.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Press the TALK button ( ).



- Directly dial the phone number by pressing numeric keys on the hardware keyboard.
- Tap **Start** > **Phone**.

Turn the phone function on and off

In many countries, you are required by law to turn off your phone while on board an aircraft.

To turn off the phone function, do one of the following:

- Tap the **Signal** icon ( ) then tap **Comm Manager**, or tap the **Comm Manager** icon ( ) on the Today screen. On the Comm Manager screen, tap the **Phone** button ( ) to turn off the phone function.

  To resume call function, turn on the phone function by tapping the **Phone** button ( ) again on the Comm Manager screen.

- Open Comm Manager, then tap the **Flight Mode** button ( ) to enable flight mode. This turns off all wireless radios on your device, which include the phone function, Bluetooth, and Wi-Fi.

  To resume call function, disable flight mode by tapping the **Flight Mode** button ( ) again. This also restores the previous state of Bluetooth and Wi-Fi.

Adjust the device volume

1. Tap the **Speaker** icon ( ).
2. Under **Volume**, do the following:

Volume adjustment

- Adjust the phone volume ( ) or device volume ( ) by moving the slider to the desired volume level.
- Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.

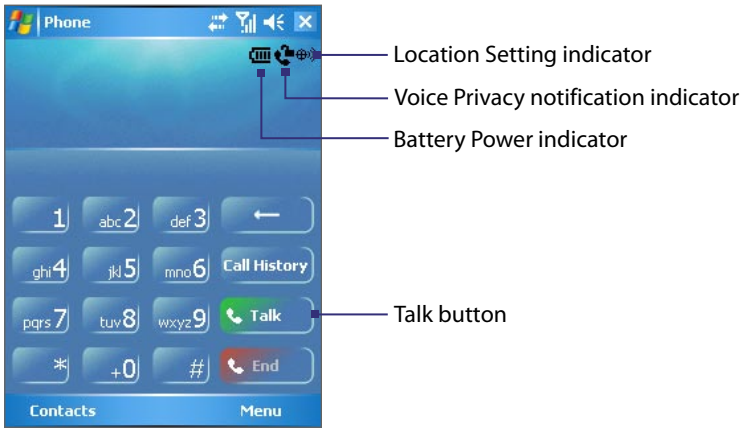
Notes
- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
- When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon ( ) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, and **Call History**.

Make a call from Phone

1. Tap **Start** > **Phone** (or press the TALK button).
2. On the Phone screen, tap the desired phone number, and tap **Talk**.



Phone screen

Tips
- If you tap a wrong number, tap the Back arrow ( ) to erase each subsequent digit of a number. To erase the entire number, tap and hold the Back arrow.
- The icons on the upper right of the Phone screen indicate the battery power level and optional phone services. For more information about optional phone services, see Chapter 5.

Make a call from Contacts

Tap **Start** > **Contacts**, then do one of the following:

- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.
- Press Navigation Key ( ) up or down or roll the Jog Wheel to select a contact, and press TALK twice (once to send the number to the Phone keypad, and once to dial the number).

To choose one of the numbers of a contact to dial

By default, the mobile telephone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Start** > **Contacts**.

2. Press Navigation Key ( ) up or down to select a contact.
3. Press Navigation Key ( ) left or right. The letters representing the number will change as you scroll through them.

Make a call from Call History

1. On the Phone screen, tap **Call History**.
2. Scroll to the desired contact or phone number, and tap **Call**.

Make a call from Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can simply tap and hold abc2 on the Phone screen to dial the contact's number. Before you can create a Speed Dial entry, the number must already exist in Contacts.

To create a Speed Dial entry

1. On the Phone screen, tap **Menu > Speed Dial**.
2. Tap **Menu > New.**
3. Tap a contact. Select the phone number that you want to add to Speed Dial.
4. In the **Location** box, select an available location for the new Speed Dial entry.

Note Location **1** is generally reserved for your voice mail, and Speed Dial will designate the next available location by default. If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

Tips
- To create a Speed Dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, then select the phone number for which to create a Speed Dial and an available location for the new Speed Dial entry.
- To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

To answer or reject an incoming call

- To answer the call, tap **Answer**, or press TALK ( ) on the device.
- To reject the call, tap **Ignore**, or press END ( ) on the device.

To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END ( ) on the device to hang up.

3.4 Smart Dialing

Smart Dialing is a program that makes it easy for you to dial a phone number. When you start entering numbers or characters, Smart Dialing will automatically search and sort the contact entries in Contacts and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.

Start Smart Dialing

Open the Phone screen, then use the Phone keypad or hardware keyboard to enter the phone number or contact name you want to call.

When you start entering a number or letter, the Smart Dialing panel will appear automatically on the Phone screen. You can change the panel size according to your needs by tapping the arrow icon .

Minimized Smart Dialing panel

Expanded Smart Dialing panel

Tips on using Smart Dialing

Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

To find a phone number

- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device.

To find a contact name

You can just enter the first letter of a contact's first name or surname. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap abc2 which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap def3 which is associated with [d, e, f], the matching list will be narrowed down to the following names: "**Be**n Miller", "George **Ad**ams", "**C**arter, **E**llen", "**D**ixon, **A**llan".

Make a call or send a text message using Smart Dialing

1. Begin entering the first few numbers or characters.
2. In the Smart Dialing panel, browse the list by tapping the arrows (/), pressing Navigation Key ( ) up or down, or rolling the Jog Wheel to select the desired contact or phone number. When a contact is selected, it expands to also show the corresponding phone number.
3. The highlighted item will move one line when you press Navigation Key ( ) up or down or roll the Jog Wheel; the highlighted item will scroll one page when you tap the arrows.
4. Do one of the following:
   - When the correct contact is selected, tap **Talk** or press the TALK button ( ) to make a voice call.
   - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.

Tap and hold the contact to pop up the shortcut menu

   - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.

Tip To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu.

Set up Smart Dialing

1. On the Phone screen, tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.
   - Select the **Automatically expand selected contact** check box to enable a contact's name and phone number to be displayed when the contact is selected in the matching list.
   - Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.
   - Select the **Enable double-click for dialing** check box to make a voice call by double-tapping the item in the matched list.
   - Select the **Expand panel when using hardware keyboard** check box to automatically expand the Smart Dialing panel when you are using the sliding keyboard to input.
   - In **Scroll unit**, you can set the amount of scrolling when tapping the arrows (/).

3.5 In-call Options

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End** or press END ( ) on the device.

To switch between two calls

- Press TALK ( ) on your device.

To set up a conference call

To set up a conference call, the second call must be an outgoing call.

1. Place the first call or take an incoming call.
2. Put the call on hold then dial a second number.
3. Press TALK ( ) on your device to join the two calls into a conference call.

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone

The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold TALK ( ) until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK ( ) again until the speakerphone turns off.

Warning! To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon ( ) appears on the screen. Tap **Unmute** to turn on the microphone again.

3.6 Additional Dialing Information

Make an emergency call

- Enter the international emergency number for your locale, and tap **Talk**.

Make an international call

1. Tap and hold

on the Phone keypad until the **+** sign appears. The **+** replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Talk**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

Chapter 4
Setting Up Your Device

4.1 Basic Settings

4.2 Personalizing Your Device

4.3 Customizing Phone Settings and Services

4.4 Protecting Your Device

4.5 Other Settings

4.1 Basic Settings

Owner information

Having owner information displayed on the Today screen makes it easier for someone to return your device to you if it is lost.

To enter owner information

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Identification** tab, enter your personal information.

Tip If you don't see owner information on the Today screen, tap **Start > Settings > Personal** tab **> Today**. On the **Items** tab, select the **Owner Info** check box.

To display owner information when the device is turned on

You can set your device to display the 'my info' screen when it is turned on. This screen shows your complete personal information.

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.
3. If you want additional text displayed, tap the **Notes** tab and enter the text (for instance: Reward if found).
4. On the **Options** tab, select the **Notes** check box.
5. Tap **OK**.

Time and date

To set the time and date

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your PC. For information about synchronizing with the PC, see Chapter 5.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

Regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

To change regional settings

1. Tap **Start** > **Settings** > **System** tab > **Regional Settings**.
2. On the **Region** tab, select your region from the list.

Note This does not change the Operating System language of your device.

3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

4.2 Personalizing Your Device

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize the Today screen on your device.

To customize the Today screen

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

Tip To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

To add a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:
   - Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
   - Clear the **Display all day events** check box if you do not want to display all-day events.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
   - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
   - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab **> Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip You can also create folders and shortcuts to appear on the Start menu. Connect your device with your PC, then in Windows Explorer of your PC, double-click **My Windows Mobile-Based Device > Windows > Start Menu** and create the folders and shortcuts that you want. You will see the added items after you synchronize. For more information about synchronizing with the PC, see Chapter 5.

4.3 Customizing Phone Settings and Services

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also customize phone services.

To access phone settings and services

- Tap **Start > Phone**, then tap **Menu > Options** on the Phone sreen; or
- Tap **Start > Settings > Phone**.

Ringer and tone settings

To change the ring tone

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

Tip To use custom ***.wav**, ***.mid**, ***.mp3**, or ***.wma** files as ring tones, use ActiveSync on your PC to copy the files to the ../Windows/Rings folder on your device. Next, select the sound from the Ring tone list. For more information about copying files to your device, see "Copying Files" later in this chapter.

To change the ring type

You can change the way you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring type** list, tap the desired option.

Keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to **Long tones**, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your phone such as accessing messages from an answering machine. If set to **Short tones**, the tone is heard only for one or two seconds. If set to **Off**, no tone will be heard.

1. From the Phone keypad, tap **Menu** > **Options** > **Phone** tab.
2. In the **Keypad** list, tap the option you want.

Optional phone services

Optional phone services can be easily activated and used on your device if provided by your wireless service provider. Some of these services may not be available on your device. Contact your service provider first to ask about the availability of these services.

To enable optional phone services

1. Tap **Start** > **Settings** > **Personal** tab > **Phone** > **Services** tab.
2. Select the service you want to use, then tap **Get Settings**.
3. Select desired options for the service, then tap **OK**.

The following are some of the optional phone services that you may find on your device. For more information about how to customize the settings of each service, see Help on your device.

Phone Services	Usage
Location Setting	Allow the mobile phone network to detect your current location via your device's built-in GPS chip. This is especially useful in times of emergency. On the upper right of the Phone screen, one of these icons will be shown: **ON** (your location can be detected) **OFF** (your location cannot be detected except by 911)
Network Service	Choose whether or restrict your device to phone calls from your home network only.
TTY Mode	Allow the use of a TTY (teletypewriter) device with the Pocket PC phone for users who are visually or hearing impaired.
Time Synchronization	Choose whether or not to synchronize the time on your device with the mobile network.
Plus Code Dialing	This allows easy dialing when making international calls. For more information, see "To customize plus code dialing".

Tip For more information about how to customize the settings of optional phone services, see Help on your device.

4.4 Protecting Your Device

You can prevent unauthorized access to your device by using password protection. To keep your data more secure, you can set your device to prompt for a password every time the device is turned on or when your device has been idle after a specified amount of time.

To protect your device with a password

1. Tap **Start** > **Settings** > **Personal** tab > **Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be idle before a password is required. In the **Password type** box, select the type of password you would like to use. Enter the password and, if necessary, confirm the password.

   If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.
3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password.
   The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

Notes
- Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.
- If you forget your password, you must follow the instructions in this user manual to clear the memory before you can access your device.

To change your password

1. Tap **Start** > **Settings** > **Personal** tab > **Lock**. You will be prompted to enter your current password.
2. In the **Password** box, enter your new password.
3. Tap **OK**.

4.5 Other Settings

Device name

The device name is used to identify the device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To change the device name

1. Tap **Start** > **Settings** > **System** tab > **About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Display settings

To adjust brightness

1. Tap the **Backlight** icon ( ) on the Today screen, or tap **Start** > **Settings** > **System** tab > **Backlight**.
2. On the **Brightness** tab, move the slider right to increase the brightness, or left to decrease the brightness.

To set the backlight to dim after a time delay

1. Tap the **Backlight** icon ( ) on the Today screen, or tap **Start** > **Settings** > **System** tab > **Backlight**.
2. Tap the **Battery power** tab, or the **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

To increase or decrease the size of text on the screen

1. Tap **Start** > **Settings** > **System** tab > **Screen** > **Text Size** tab.
2. Move the slider to increase or decrease the text size.

Button settings

To reassign programs or shortcuts to program buttons

Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap **Start** > **Settings** > **Personal** tab > **Buttons**.
2. A list of buttons and their current assignments are displayed on the **Program Buttons** tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the program or shortcut you want to assign.
5. Tap **OK**.

To adjust the speed for scrolling

Pressing and holding Navigation Key ( ) up or down (Up/Down control) scrolls through the items in a list. Follow these steps to set the scrolling speed.

1. Tap **Start > Settings > Personal** tab **> Buttons > Up/Down Control** tab.
2. Do one of the following:
   - Under **Delay before first repeat**, move the slider to shorten or lengthen the time that elapses before scrolling begins.
   - To change the time it takes to scroll from one item to the next, under **Repeat rate**, move the slider to adjust the speed.

Word completion options

Word completion helps you enter text faster by suggesting words as you enter letters using the on-screen keyboard or the handwriting recognition methods. You can set the number of suggested words to display, when to show the word list, and more.

1. Tap **Start > Settings > Personal** tab **> Input > Word Completion** tab.
2. Make sure the **Suggest words when entering text** check box is selected.
3. The suggested word list shows one word by default. You can change the number of words to display in the suggested list.
4. Tap **OK**.

Alarms and notifications

You can set up the correct date, time, and regional settings according to your use.

To set an alarm

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.
5. Tap the alarm icon ( ) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To choose how to be notified about events or actions

1. Tap **Start > Settings > Personal** tab **> Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flashing light helps conserve battery power.

Chapter 5
Synchronizing Information With Your Computer

5.1 About Synchronization

5.2 Setting Up Windows Mobile Device Center

5.3 Setting Up ActiveSync

5.4 Synchronizing With Your Computer

5.5 Synchronizing via Infrared and Bluetooth

5.6 Synchronizing Music and Video

5.1 About Synchronization

You can take information from your computer wherever you go by synchronizing them to your device. The following types of information can be synchronized between your computer and your device:

- **Microsoft Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **Media**, such as pictures, music and video
- **Favorites**, which are the bookmarked links to your favorite web sites
- **Files**, such as documents and other files

Ways to synchronize

Before you can synchronize, check first if the synchronization software is already installed on your computer. For more information, see "Setting Up Windows Mobile Device Center" if you have a Windows Vista™ computer, or see "Setting Up ActiveSync" if you are using Windows XP®.

You can synchronize your device with your computer by using one of the following methods:

- Connect and synchronize using the supplied USB sync cable.

  Upon connecting the sync cable to your device and your computer, the synchronization process starts automatically.

- Connect and synchronize using infrared.

  Use your device's infrared port to create a direct connection between the device and PC quickly. Align the infrared ports and start the connection from your device. For more information, see "Synchronizing via Infrared and Bluetooth" later in this chapter.

- Connect and synchronize using Bluetooth.

  You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information through Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 10. For information about synchronizing through Bluetooth, see "Synchronizing via Infrared and Bluetooth" later in this chapter.

Try to synchronize frequently in order to keep information up-to-date in both your device and your computer.

Note You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 8.

5.2 Setting Up Windows Mobile Device Center for Windows Vista

Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista™.

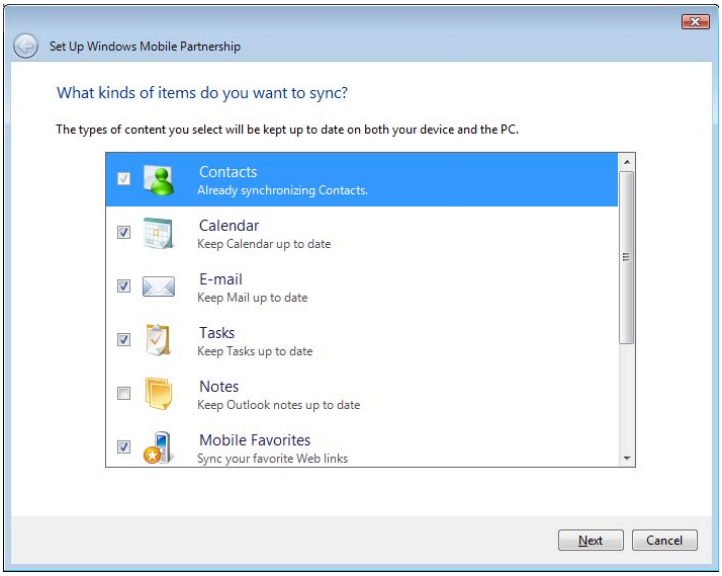
Set up synchronization

When you connect your device to your PC and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile partnership with your device. Follow the steps below to create a partnership.

1. Connect your device to your PC. The Windows Mobile Device Center will open.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.

Note Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device but not sync Outlook information.

4. Select the information types that you want to synchronize then click **Next**.


Set Up Windows Mobile Partnership
What kinds of items do you want to sync?
The types of content you select will be kept up to date on both your device and the PC.
Contacts
Already synchronizing Contacts.
Calendar
Keep Calendar up to date
E-mail
Keep Mail up to date
Tasks
Keep Tasks up to date
Notes
Keep Outlook notes up to date
Mobile Favorites
Sync your favorite Web links
Next
Cancel

5. Enter a device name and click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

Use Windows Mobile Device Center

To open Windows Mobile Device Center, click **Start > All Programs > Windows Mobile Device Center** on your Windows Vista computer.

On Windows Mobile Device Center, you can do the following:

- Click **Mobile Device Settings** to view and change synchronization settings.
- When you click **Pictures, Music and Video > Import pictures/video from your device**, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your Windows Vista PC.
- Click **Pictures, Music and Video > Add media to your device** to synchronize music and video files using Windows Media™ Player. For more information, see "Using Windows Media Player Mobile" in Chapter 11.
- Click **File Management > Browse the contents of your device** to view documents and files from your device.

Windows Mobile Device Center

Note See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync for Windows XP

The Getting Started Disc that comes with your device contains Microsoft ActiveSync 4.5 or later. Follow the steps in this section to install and set up ActiveSync on Windows XP or other compatible Windows systems.

Note For a list of compatible Windows systems, please go to http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx.

Install ActiveSync

1. Insert the Getting Started Disc into the disc drive on your PC.
2. ActiveSync is available in English and several other languages. Select the desired language then click **Next**.
3. Click **Setup and Installation**.
4. Select the **ActiveSync** check box and click **Install**.
5. Read the license terms and click **Accept**.
6. When installation is complete, click **Done**.
7. On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronization

Follow the steps below to set up a synchronization partnership.

1. Connect your device to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your PC, clear the **Synchronize directly with a server running Microsoft Exchange** check box then click **Next**.
3. Select the information types that you want to synchronize then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

5.4 Synchronizing With Your Computer

Connect and synchronize your device with your PC using the USB cable, infrared or Bluetooth connection.

Start and stop synchronization

You can manually synchronize either from your device or PC.

From your device

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Sync**.

   To end synchronization before it completes, tap **Stop**.

Tip To delete a partnership with one PC completely, tap **Menu > Options**, tap the computer name, then tap **Delete**.

From Windows Mobile Device Center

1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click at the lower left of the Windows Mobile Device Center.

   To end synchronization before it completes, click .

From ActiveSync on your PC

When you connect your device to your PC, ActiveSync automatically opens on your PC and synchronizes.

- To manually start synchronization, click .
- To end synchronization before it completes, click .

Change which information is synchronized

You can change the information types and the amount of information to synchronize for each type either on your device or your PC. Follow the steps below to change synchronization settings on your device.

Note Before changing synchronization settings on your device, disconnect it from your PC.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**.

   You can then set the download size limit, specify the time period of information to download, and more.

Notes

- Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your PC's Windows Mobile Device Center or ActiveSync.
- A PC can have sync partnerships with many different Windows Mobile powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your device will synchronize properly with both PCs, set up the second PC using the same synchronization settings you used on the first PC.
- Outlook e-mail can be synchronized with only one computer.

Sync connection problem

The desktop Microsoft ActiveSync 4.0 and later versions utilize a network type of connection with Windows Mobile powered devices, since this allows faster data transfer than a serial USB connection. When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab **> USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your PC utilize a serial USB connection with your device.

The **USB to PC** ( ) icon appears on the Today Screen when serial USB connection is used.

5.5 Synchronizing via Infrared and Bluetooth

You can connect your device to the PC and synchronize wirelessly via infrared (IR) or Bluetooth.

To synchronize with a computer via infrared

1. Set up your computer to synchronize through infrared by following these steps:

   For Windows Vista:

   a. Open Windows Mobile Device Center on your PC.

   b. Click **Mobile Device Settings > Connection Settings**.

   c. Select the **Allow connections to one of the following** check box, then select **Infrared Port (IR)**.

   For Windows XP:

   a. Open ActiveSync on your PC.

   b. Click **File > Connection Settings**.

   c. Select the **Allow connections to one of the following** check box, then select **Infrared Port (IR)**.

2. Line up the infrared (IR) ports of your device and your computer so that they are unobstructed and within close range.
3. On your device, tap **Start > Programs > ActiveSync**.
4. Tap **Menu > Connect via IR**.

To synchronize with a computer via Bluetooth

1. Set up Windows Mobile Device Center or ActiveSync on your PC to synchronize through Bluetooth. See the program's Help for instructions.
2. On your device, tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on, and they are within close range.
4. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Chapter 10.

Notes
- To preserve battery power, turn off Bluetooth when not in use.
- To connect and synchronize your device with a computer via Bluetooth, your computer must have a Bluetooth adapter or dongle.

5.6 Synchronizing Music and Video

If you want to carry your music or other digital media along with you while you travel, set up Microsoft Windows Media Player on your computer to synchronize music and video with your device.

Other than selecting the **Media** information type to be synchronized, all media synchronization settings must be set in Windows Media Player. Before media can be synchronized, you must do the following:

- Install Windows Media Player Version 11 on the PC. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth or infrared, you must end that connection before media can be synchronized.
- Set up a sync partnership between your device and your PC's Windows Media Player.

For more information about Windows Media Player on your device, see "Using Windows Media Player" in Chapter 11.

Chapter 6

Organizing Contacts, Appointments, Tasks, and Other Information

6.1 Contacts

6.2 Calendar

6.3 Tasks

6.4 Notes

6.1 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with. Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date. You can also add a picture or assign a ring tone to a contact.

From the contact list, you can quickly communicate with people. Tap a contact in the list for a summary of contact information. From there, you can call or send a message.

If you use Outlook on your PC, you can synchronize contacts between your device and PC.

To create a contact on your device

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information.
3. When finished, tap **OK**.

Tips

- If someone who is not in your list of contacts calls you, you can create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
- To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.
- In the list of contact information, you'll see where you can add a picture or assign a ring tone to a contact.

To change contact information

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When finished, tap **OK**.

To work with the contact list

There are several ways to use and customize the contact list. Here are a few tips:

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
   - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name.**
   - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
   - To see a list of available actions for a contact, tap and hold the contact.
   - To see a list of contacts employed by a specific company, tap **Menu > View By > Company**, then tap the company name.

To find a contact on your device

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Contacts**.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
   - Begin entering a name or phone number in the provided text box until the contact you want is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.

- Use the alphabetical index displayed at the top of the contact list.
- Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

6.2 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

You can look at your appointments in several different views (Day, Week, Month, Year, and Agenda). To see detailed appointment information in any view, tap the appointment.

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment, and enter information such as start and end times.
4. To schedule an all-day event, in the **All Day** box, tap **Yes**.
5. When finished, tap **OK** to return to the calendar.

Notes
- All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
- To cancel an appointment, tap the appointment and tap **Menu > Delete Appointment**.

Tip To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees**.
4. Tap the name of the contact you want to invite.
5. To invite each additional attendee, tap **Add** and tap the name.
6. Tap **OK**.
7. The meeting request will be sent to the attendees the next time you synchronize your device with your PC.

Note When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To set a default reminder for all new appointments

You can have a reminder automatically turned on for all new appointments you schedule.

1. Tap **Start > Calendar**.
2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

6.3 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create and categorize a task

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap **Menu** > **New Task**, enter a subject for your task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
4. When finished, tap **OK**.

Tip You can easily create a short, to-do type task. Simply tap the **Tap here to add a new task** box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap **Menu** > **Options** and select the **Show Tasks entry bar** check box.

To change the priority of a task

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap the task you want to change the priority for.
3. Tap **Edit**, and in the **Priority** box, tap a priority level.
4. Tap **OK** to return to the task list.

Note All new tasks are assigned a Normal priority by default.

To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap **Menu** > **Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

Note The new tasks must have due dates set in order for the reminder to take effect.

To show start and due dates in the task list

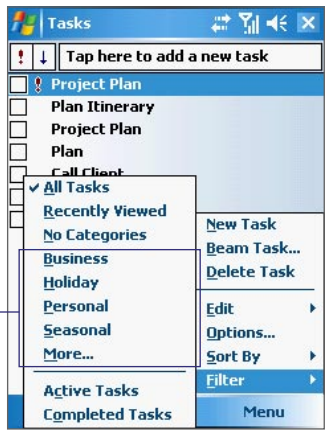
1. Tap **Start** > **Programs** > **Tasks**.
2. Tap **Menu** > **Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start** > **Programs** > **Tasks**.
2. In the task list, do one of the following:

- Sort the list. Tap **Menu > Sort By**, and tap a sort option.
- Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.



Tip To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

6.4 Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Enter information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set **Writing** as the default input mode. If you prefer typed text, select **Typing**.

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:
   - **Writing** if you want to draw or enter handwritten text in a note.
   - **Typing** if you want to create a typed note.
4. Tap **OK**.

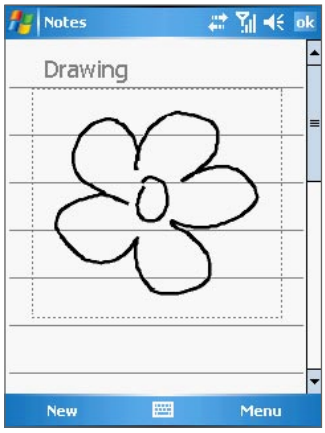
To create a note

1. Tap **Start > Programs > Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished, tap **OK** to return to the note list.

Notes
- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
- If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen.



Drawing on the screen

4. A selection box appears around your drawing.
5. When finished, tap **OK** to return to the note list.

Note To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

Record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a note.

To create a voice note

1. Tap **Start > Programs > Notes**.
2. Do one of the following:
   - To create a stand-alone recording, record from the note list.
   - To add a recording to a note, create or open a note.
3. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
4. Tap the **Record** icon (●) to begin recording.
5. Hold your device's microphone near your mouth or other source of sound.
6. Tap the **Stop** icon (■) when finished recording.
7. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

Tip To quickly create a recording, press and hold the VOICE COMMAND button, then you can begin to record after a beep sound. Release the button when you are finished.

To change recording formats

1. Tap **Start > Settings > Personal** tab **> Input**.
2. Tap the **Options** tab, and select the desired format you want in the **Voice recording format** list.
3. Tap **OK**.

Note You can also change recording formats from within Notes. In the note list, tap **Menu > Options > Global Input Options** link (at the bottom of the page), then tap the **Options** tab.

Chapter 7
Exchanging Messages

7.1 Messaging

7.2 Text Messages

7.3 Multimedia Message Service (MMS)

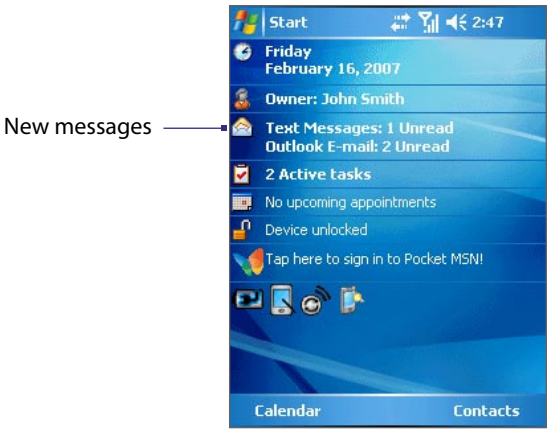
7.4 Setting Up E-mail Accounts

7.5 Using E-mail

7.5 Pocket MSN

7.1 Messaging

Messaging is where your text messages and your e-mail accounts are located. When you receive new messages, you can open them from the Today screen. Simply tap the type of message that you want to open.



To select a messaging account

1. Tap **Start** > **Messaging**.
2. While you are in a message list of a certain account, for example Text Messages, tap **Menu** > **Go To** when you want to switch to other types of messaging accounts.

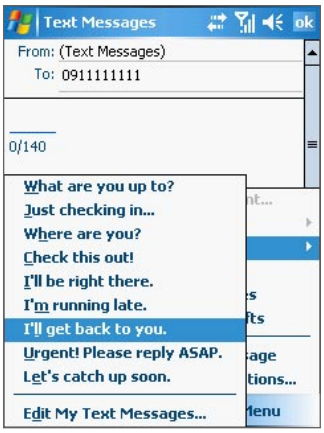
To configure message account settings

- Tap **Menu** > **Tools** > **Options** while you're in a message list.

7.2 Text Messages

Send short text messages up to 160 characters long to other mobile phones. For quicker and easier typing, use the sliding keyboard to enter your message.

To compose and send a message



1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Go To** > **Text Messages**.
3. Tap **New**.
4. Enter the mobile phone number of one or more recipients, separating them with a semicolon. To access phone numbers from Contacts, tap **To**.
5. Enter your message. To quickly add common messages, tap **Menu** > **My Text** and tap a desired message.
6. To check the spelling, tap **Menu** > **Spell Check**.
7. Tap **Send**.

Tips

- To enter symbols, tap **Shift** using the on-screen keyboard. To access more symbols, use the Symbol Pad. See Chapter 2 for details.
- If you want to be notified when your text message is received by the recipient, before sending your text message, tap **Menu** > **Message Options** then select the **Request message delivery notification** check box.

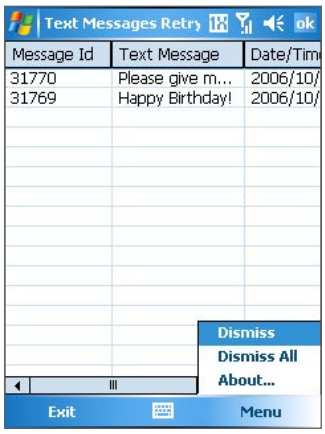
  To always receive a notification, tap **Menu** > **Tools** > **Options** in the text message list, tap **Text Messages**, then select the **Request delivery notifications** check box.

To reply to or forward a text message

1. Select or open the message.
2. Tap **Reply**, or **Menu > Reply All**, or **Menu > Forward**.

To automatically resend text messages that failed delivery

If text messages were not successfully sent due to network problem or loss of signal coverage, they will be queued in the **Text Messages Retry** program and automatically resent. While text messages remain queued, you can choose to delete some or all of them by following these steps:



1. Tap **Start > Programs > Text Messages Retry**.
2. Do one of the following:
   - To delete a text message, select the message then tap **Menu > Dismiss**.
   - To delete all queued text messages, tap **Menu > Dismiss All**.

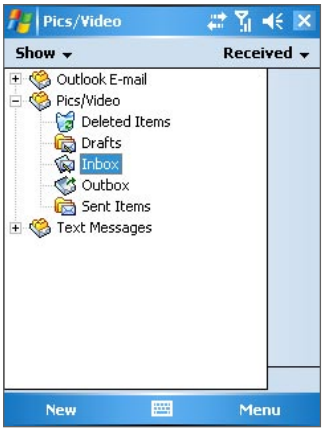
7.3 Multimedia Message Service (MMS)

Creating and sharing multimedia messages (MMS) with your contacts is easy. You can attach photos, videos, text and audio clips in an MMS. You can also use the devices camera to capture photos and video clips to send in the message.

Note Please note that MMS is a charged service. Please contact your wireless service provider for more details.

To access MMS

1. Tap **Start > Messaging**.
2. Tap **Menu > Go To > Pics/Video**.



Change MMS settings

When you purchase your device, it is already preset with your wireless service provider's MMS server settings. If you accidentally lost the preset settings or you changed to another wireless service provider, follow the steps below to configure the MMS settings.

1. Tap **Start > Messaging**.
2. Tap **Menu > Pics/Video Configuration**.
3. In the **Preferences** tab, select or clear the check boxes according to your needs. You can choose whether to retrieve messages immediately, save sent messages, accept or reject incoming messages, allow delivery reports, and use a signature. You can also specify a resolution for the photos you send.

4. Tap the **Servers** tab and check if your device is preset with MMS server settings. If there are no preset settings, tap **New** and enter the information that you can get from your wireless service provider:
   - **Server name**. A descriptive name, such as your wireless service provider name.
   - **Gateway**. Location of the MMS server.
   - **Port number**. HTTP port number used for connecting to the MMS server.
   - **Server address**. URL address of the MMS server.
   - **Connect via**. Select the connection that your device uses for MMS.
   - **Sending size limitation**. Select the maximum MMS message size allowed by your wireless service provider.
   - **WAP**. Select **WAP 1.2** or **WAP 2.0**, depending on which one is used by your wireless service provider.
5. Tap **OK**. The MMS server settings will be added as an entry on the Pics/Video Configuration screen.

Note If you add several MMS service providers to the Pics/Video Configuration screen, you can choose one as your default MMS provider. Select the MMS provider's name in the list then tap Set As Default.

Create and send MMS messages

After your device is properly configured, you can start to send MMS messages.

To compose and send an MMS message

You can compose MMS messages as a single slide or in a combination of various slides, where each slide can consist of a photo, audio or video clip, and/or text.

1. On the Pics/Video screen, tap **New**.
2. Choose either **New Video Message** or **New Picture Message**.
3. When you choose **New Picture Message**, you can tap a preset template, or tap **Custom** to open a blank MMS message on the Choose a Media Message screen.

Note If you want to always use a blank MMS message, check the **Always choose custom** check box.

4. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.
5. Enter the subject of your message.
6. Tap the icon to select a photo or video clip. You can also:
   - Tap to take a photo with the devices camera and insert it into the MMS message when you choose **New Picture Message**.
   - Tap to record an MMS video clip with the devices camera and insert it into the MMS message when you choose **NewVideo Message**.

Tip By default, it will open My Picture folder. Tap the Down arrow (▼) to navigate to any other folder containing pictures or videos.

7. Select a photo or video clip, then you can:
   - Tap to view it.
   - Tap to insert it into the MMS message you are composing.
   - Tap to discard it.
   - Tap and hold the thumbnail to display a shortcut menu containing the options: **File Info** and **Delete**. Select **File Info** to display the file information of the photo or video clip; select **Delete** to remove the selected photo or video clip.

8. Enter text and insert audio clips by tapping the respective areas.
9. While composing an MMS message, you can also do the following:
   - Tap **Options > Background** to choose a background color from the list.
   - Tap **Options > Text on Top** or **Text Below** to place the text above or below the photo/video.
   - Tap **Options > Message Options** to specify the sending time, validity, priority, class, and other settings for a message.
   - Tap **Edit > Attachments > Tools** to include a VCard, VCalendar, or any file as an attachment.
10. Tap **Send** to send the MMS message.

Notes You can also send an MMS message directly from the Pictures & Videos or Camera program. Do one of the following:

- In **Pictures & Videos**, select a picture from **My Pictures**, and tap **Menu > Send**. In **Select an account**, tap **New Picture Message (Pics/Video)**.
- Capture a photo or an MMS video clip using the camera, and tap the **Send** icon ( ). This open the Pics/Video program and inserts the photo or video clip into a new MMS message.

To create an MMS message from a template

- Tap **Edit > New from Template** to compose a message using a predefined template.

Tip To save a message as a template, open the message and tap **Edit > Save as Template**.

To add predefined text strings to an MMS message

You can instantly add text to any slide from a list of predefined words or phrases, called Canned Text.

- Tap to add a text string from the Canned Text list.
- To edit or delete a phrase on the Canned Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To create and add a new phrase to the list, tap **New**.

To add an audio clip to an MMS message

You can add audio clips to your MMS message. However, you can add only one audio clip per slide.

1. Tap **Tap here to insert an audio clip**. By default, it will open My Videos folder. Tap the Down arrow ( ) to navigate to any other folder containing video files.
2. Select an audio file. When selected, you can:
   - Tap to play the audio clip.
   - Tap to pause.
   - Tap to stop.
   - Tap to insert it into your MMS message you are composing.
   - Tap to discard it.
   - To record a new audio clip and add it to your MMS message, tap . This activates the recording control mode for a new audio clip. Tap to start recording, and to stop recording. The new audio clip is automatically inserted into your MMS message.

To reply to an MMS message

- Tap **Menu > Reply** to reply to the sender of the message, or tap **Menu > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

To view an MMS message

You can view MMS messages in several ways.

- Use the playback control buttons: , , and .
- Tap Objects to see a list of files included in the message. To save a file, select it, and tap **Tools > Save**.
- View the slides manually by scrolling through the message using the Navigation Key ( ).

7.4 Setting Up E-mail Accounts

Before you can send and receive e-mail, you need to set up your e-mail account on your device. You can set up the following types of e-mail accounts on your device:

- Outlook e-mail that you synchronize with your PC or your company's Exchange Server
- E-mail account that you have from an Internet Service Provider (ISP)
- Work account that you access using a VPN connection
- Other web-based e-mail accounts such as Gmail®, Yahoo!® Mail Plus, etc.

Set up your device to synchronize Outlook e-mail with the computer

If you have synchronization software on your PC and created a sync partnership with your device, then your device is ready to send and receive Outlook e-mail. If you do not have the synchronization software on your PC or have not created a partnership, refer to the procedures in Chapter 5 to install the software and set up synchronization.

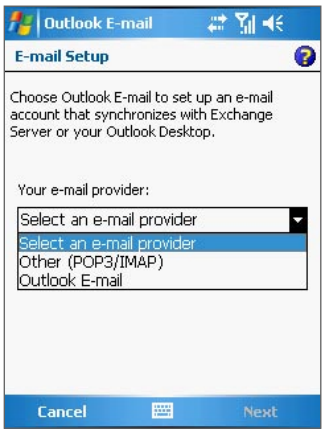
Tip To set up your company e-mail account so that you can access Outlook e-mail messages wirelessly, you must set up your device to synchronize via a wireless LAN or over-the-air connection with your company's Exchange Server. For more information about synchronizing with the Exchange Server, see Chapter 8.

Set up e-mail accounts with the E-mail Setup Wizard

Windows Mobile's **E-mail Setup Wizard** lets you easily set up e-mail accounts on your device.

To set up e-mail accounts using E-mail Setup Wizard

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account** to access the E-mail Setup Wizard.
3. The E-mail Setup Wizard guides you step-by-step through the setup process.



Note For more information about setting up your company Outlook e-mail account, see Chapter 8.

Set up a POP3/IMAP4 e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account with an Internet service provider (ISP), a work account that you access using a VPN server connection, or a web-based account such as Gmail®, Yahoo!® Mail Plus, etc.

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Tools** > **New Account**.
3. On the E-mail Setup screen, select **Other (POP3/IMAP)** in the **Your e-mail provider** list, then tap **Next**.
4. Enter your e-mail address, then tap **Next**. **Auto configuration** attempts to download necessary e-mail server settings so that you do not need to enter them manually.
5. Once Auto configuration has finished, tap **Next**.
6. If Auto configuration was successful, the **User name** field automatically gets populated. Enter your display name (the name you want displayed when you send e-mail) and password. Select **Save password** so you do not need to enter it each time you connect to your e-mail server.

   If Auto configuration was not successful, contact your ISP or network administrator for the settings and enter them manually.
7. Tap **Next**.
8. Review your account information, make any necessary changes, then tap **Next**.
9. Review the server information (incoming mail server and outgoing mail server names), and make changes if necessary.

Note The domain name is not required for an account with an ISP but may be required for a work account.

10. Tap **Options** to select download options. For more information, see "To customize download settings".
11. Tap **Finish**.
12. A message then appears, prompting whether or not you want to download messages to your device. Tap **Yes** or **No** according to your preference.

To customize download and format settings

Before you tap **Finish** when setting up your POP3 or IMAP4 e-mail account, you can tap **Options** to set the following options:

Options	Description
Connect and check for messages	Select a time interval for connecting to the Internet automatically to send and receive messages. This may result in higher connection charges. To save costs, you can select never to connect automatically.
Connection	Select the service or data connection to use for connecting to the Internet.
Only display messages from the last ___ days	Set the number of days of messages that you want to be downloaded to your device.
Incoming mail server requires SSL authentication	Select this to ensure you always receive e-mail for this account using SSL authentication. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
Outgoing mail requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication.
Use separate settings	If your outgoing e-mail server requires a different user name and password than the ones you entered before, select this check box then tap **Outgoing Settings** to enter the required settings.

Options	Description
	Outgoing Server Settings: Enter your user name, password and domain for the outgoing e-mail server. Select the **Require SSL for outgoing mail** check box to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.
Download size	Download full messages or parts of messages and set the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only. If you have an IMAP account, you can also set the file attachment size when you choose to download entire messages.

7.5 Using E-mail

After setting up e-mail accounts on your device, you can start sending and receiving e-mail messages.

Create and send messages

To compose and send a message

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Go To** and select an e-mail account.
3. Tap **New**.
4. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access addresses from Contacts, tap **To**.
5. Enter your message. To quickly add common messages, tap **Menu** > **My Text** and tap a desired message.
6. To check the spelling, tap **Menu** > **Spell Check**.
7. Tap **Send**.

Tips
- To enter symbols, tap **Shift** using the on-screen keyboard. To access more symbols, use the Symbol Pad. See Chapter 2 for details.
- To set the priority, tap **Menu** > **Message Options**.
- If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

To add an attachment to a message

1. In a new message, tap **Menu** > **Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file you want to attach, or record a voice note.

View and reply to messages

To read an incoming message

By default, only the first few kilobytes of a message are shown when you open and read an incoming message. To download and read an entire e-mail, do one of the following:

- In the message list, select a message then tap **Menu** > **Download Message**; or
- Open a message. Scroll down to the end of the message then tap **Get the rest of this message**.

The message will be downloaded the next time you synchronize e-mail. For more information, see "Synchronize messages" later in this chapter.

To receive attachments

An attachment appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.

To automatically receive attachments on your Outlook e-mail account:

1. Tap **Start** > **Programs** > **ActiveSync**.
2. Tap **Menu** > **Options**.
3. Tap **E-mail** > **Settings**, then select **Include file attachments**.

To automatically receive attachments on an IMAP4 e-mail account:

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Tools** > **Options**.
3. Tap the name of the IMAP4 account.
4. Tap **Next** until you reach **Server information**, and tap **Options**.
5. Tap **Next** twice, and select **Get full copy of messages** and **When getting full copy, get attachments**.

To store attachments on a storage card:

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Tools** > **Options** > **Storage** tab.
3. Select the **Store attachments on storage card** check box.

To reply to or forward a message

1. Open the message and tap **Reply**, or **Menu** > **Reply All**, or **Menu** > **Forward**.
2. Enter your response. To quickly add common messages, tap **Menu** > **My Text** and tap a desired message.
3. To check the spelling, tap **Menu** > **Spell Check**.
4. Tap **Send**.

Tips

- To see more header information, scroll up.
- To always include the original message, from the list view, tap **Menu** > **Tools** > **Options** > **Message** tab, and select the **When replying to e-mail, include body** check box.
- In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an e-mail, your own e-mail address will also be added to the recipient list. You can customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu** > **Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **Primary e-mail address** text box, enter your e-mail address.
5. Tap **OK**.

Synchronize messages

The manner in which e-mail messages are synchronized, sent and downloaded to your device depends on the type of e-mail account you have.

To synchronize Outlook e-mail

1. Tap **Start > Programs > ActiveSync**.
2. Connect your device to your PC using the USB cable, infrared or Bluetooth.

   Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 8.
3. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

Tip You can also manually synchronize anytime by tapping **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

To synchronize POP3/IMAP4 e-mail

If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you synchronize, send and receive messages through a remote e-mail server. Before sending and downloading messages, you first need to connect to the Internet or your company network.

1. Tap **Start > Messaging**.
2. Tap **Menu > Go To** and select your POP3 or IMAP4 e-mail account.
3. Tap **Menu > Send/Receive**. The messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox folder.

7.5 Pocket MSN

Pocket MSN delivers the features of MSN Messenger and Hotmail to your device.

With MSN Messenger, you can do the following:

- Send and receive instant messages.
- See which contacts are online or offline.
- Subscribe to status updates for selected contacts so you know when they come online.
- Block contacts from seeing your status or sending you messages.

Before you can use Pocket MSN, your device must be connected to the Internet. For information about connecting to the Internet, see Chapter 10.

Note You must have either a Microsoft .NET Passport or Hotmail account to use MSN Messenger. If you have a Hotmail.com or MSN.com e-mail address, you already have a Passport. To get a Passport account, go to **http://www.passport.com**. To get a Hotmail account, go to **http://www.hotmail.com**.

To start MSN Messenger

1. Tap **Start > Programs > Pocket MSN**.
2. Tap **MSN Messenger**.

Note Connecting to MSN messenger may also initiate a download of messages from your Hotmail e-mail account. You may cancel this process if you do not wish to download your messages.

To sign in or out

- To sign in, tap anywhere on the MSN Messenger screen. Enter the e-mail address and password for your Passport or Hotmail account, and tap **Sign In**. Signing in may take several minutes, depending on your connection speed.
- To sign out, tap **Menu > Sign Out**. Your status changes to **Offline**.

To add or delete contacts

- To add a contact, tap **Menu > Add a Contact**, and follow the instructions on the screen.
- To delete a contact, tap and hold the contact's name, and tap **Delete Contact**.

To send an instant message

1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen, and tap **Send**.

Tip To quickly add common phrases, tap **Menu > My Text** and select a phrase in the list.

To access Hotmail messages

After you have signed into Pocket MSN, Hotmail will appear in Messaging. To view your Hotmail messages:

1. Tap **Start > Messages**.
2. Tap **Menu > Go To > Hotmail**.

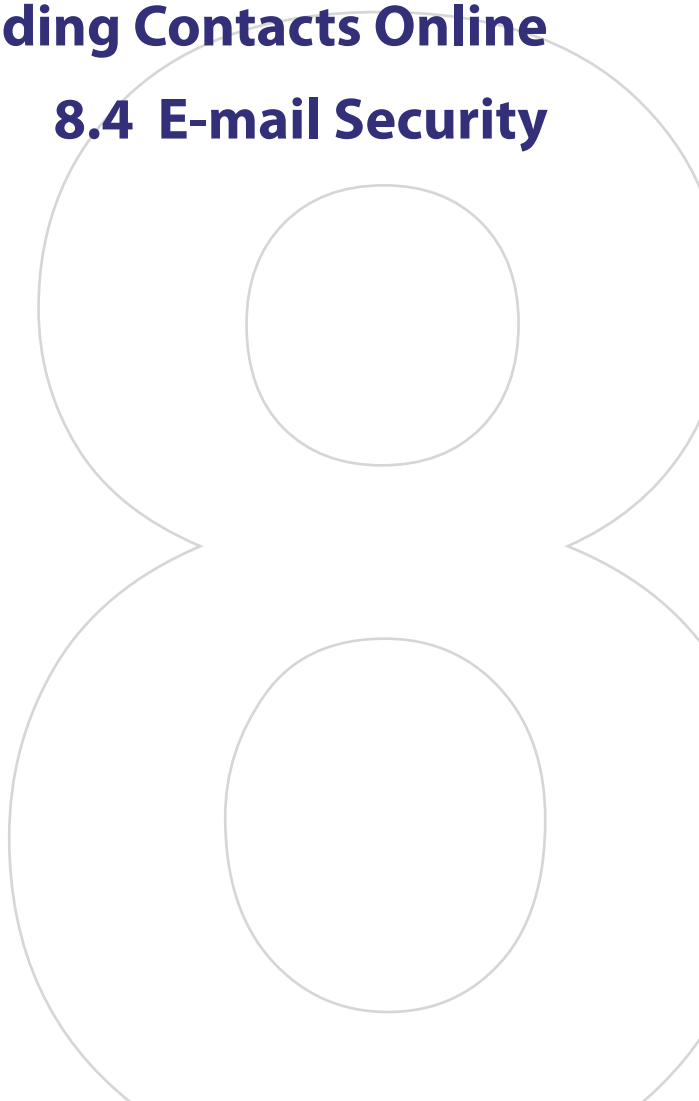
Chapter 8
Working With Company E-Mails

8.1 Synchronizing Your Device with the Exchange Server

8.2 Scheduling Synchronization

8.3 Finding Contacts Online

8.4 E-mail Security



8.1 Synchronizing Your Device with the Exchange Server

To keep up-to-date with your company e-mails while you're out of the office, you can connect your device to the Internet wirelessly and synchronize it with your company's Exchange Server. You can also access your company addressbook anytime. Your company must have a mail server that is running Microsoft Exchange Server with Exchange ActiveSync.

Set up an Exchange Server connection

Before you can start to synchronize with or access information from the Exchange Server, you need to set up an Exchange Server connection on your device. Get the following information from your network administrator and enter them on your device:

- Exchange Server name (must be the Outlook Web Access server name)
- Domain name
- User name and password that you use at work

To set up an Exchange Server connection on your device

1. Do one of the following:
   - Tap **Start > Messaging**, then tap **Menu > Tools > New Account**. On the E-mail Setup screen, select **Outlook E-mail** in the **Your e-mail provider** list, then tap **Next**.
   - In ActiveSync on your device, tap **Menu > Add Server Source**. If you have previously set up synchronization with Exchange Server, this appears as **Configure Server**.
2. In **Server address**, enter the name of the server running Exchange Server, and tap **Next**.
3. Enter your user name, password, and domain, and tap **Next**. To change the rules for resolving synchronization conflicts, tap **Advanced**.
4. Select the check boxes of the types of information items, such as **Contacts**, **E-mail**, etc. that you want to synchronize with Exchange Server.
5. To change synchronization settings of an information type, for example, **E-mail**, select the item, and tap **Settings**.
6. Tap **Finish**.

Start synchronization

Before you start synchronizing with the Exchange Server, make sure Wi-Fi is enabled or your device has been set up with a data connection to the Internet. For more information about connections, see Chapter 10.

After you finish setting up an Exchange Server connection, your device automatically starts synchronization.

You can manually start synchronization anytime by tapping **Sync** in ActiveSync.

Note If you connect your device to your office computer via a USB, infrared or Bluetooth connection, you can use this connection to the PC to "pass through" to the network and download Outlook e-mails and other information to your device.

8.2 Scheduling Synchronization

You can schedule Outlook information to be synchronized automatically between your device and the Exchange Server, or schedule synchronization at regular time intervals. Choose between these two methods, depending on your e-mail volume and which method you think is more cost-effective.

Synchronize automatically using Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a data connection on your device.

You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

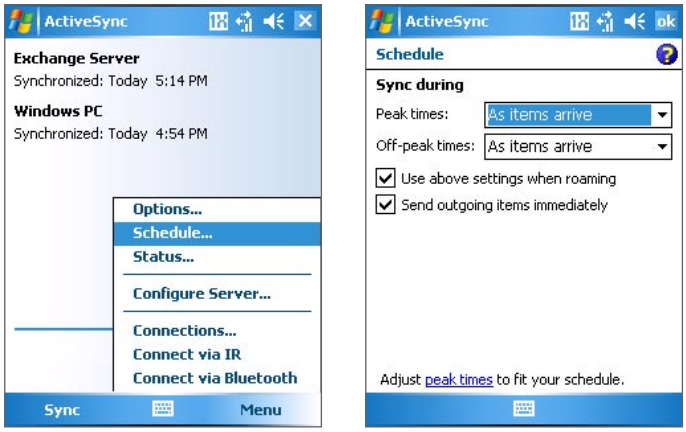
Requirement The Direct Push feature works for your device only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version**.

To enable Direct Push via Comm Manager

1. On the Today screen, tap the **Comm Manager** icon ( ).
2. On the Comm Manager screen, tap the **Microsoft Direct Push** button. The button will turn to , which indicates that you will receive e-mails as they arrive.
   When the button is in the state, you need to manually retrieve your e-mails.

To enable Direct Push via ActiveSync

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.



Note When both Wi-Fi and the data connection are active at the same time, the Direct Push feature will always opt for the data connection, for which you could be charged per your wireless service provider's service plan.

Synchronize at regular time intervals

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information. Set how often to synchronize during **Peak times** (which usually refer to your working hours) when e-mail volume is high, as well as **Off-peak times** when e-mail volume is low.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

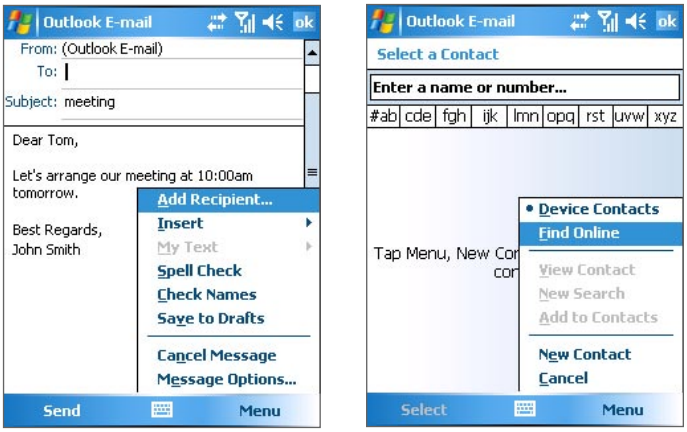
Tip To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.

8.3 Finding Contacts Online

In addition to having contacts on your device, you can access contact information from your company's Global Address List (GAL). GAL is the address book that contains all user, group, and distribution list e-mail addresses of your organization, and it is stored on the Exchange Server. By having direct online access to it from your device, it is quick and easy for you to plan a meeting and e-mail a meeting request immediately to anyone in your organization.

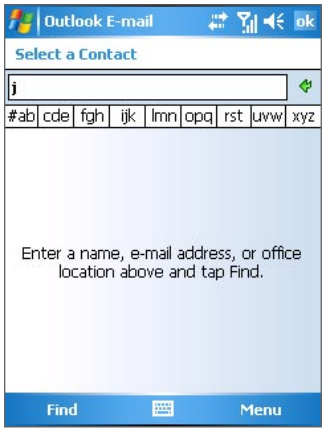
Requirement Access to the GAL is available only if your company is running **Microsoft Exchange Server 2003 SP2 or higher**, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with Exchange Server if you have never done so.
2. Tap **Start > Contacts > Menu > View By > Name**.
3. Do any of the following:
   - In Contacts, tap **Menu > Find Online**.
   - In a new message, tap the **To** box. Tap **Menu > Add Recipient > Menu > Find Online**.



   - In a new meeting request using Calendar, tap **Attendees** and then tap **Menu > Find Online**.

4. Enter the part or full contact name and tap **Find**. Tap **Select** to choose the desired contact(s) from the list.



Notes
- You can save a contact from your company's GAL to your device by selecting the contact then tapping **Menu > Add to Contacts**.
- You can search on the following information as long as that information is included in your company's GAL: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

8.4 E-mail Security

Windows Mobile protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

Encryption protects the privacy of your message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message.

Requirement S/MIME encryption and digital signatures for Windows Mobile-based devices are available only with **Exchange Server 2003 SP2 or a later version** that supports S/MIME. If your company is not using one of these products, or you have not completed your first synchronization with the Exchange Server, these options are unavailable.

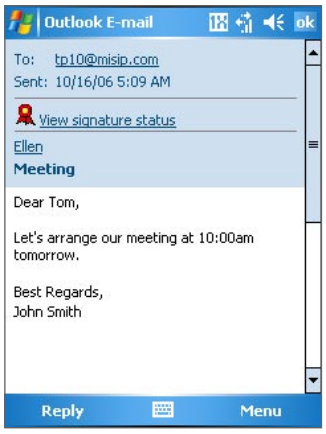
Note You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

To individually sign and encrypt a new message

1. In the message list, tap **Menu > Go To > Outlook E-mail**.
2. Tap **New**.
3. Tap **Menu > Message Options**.
4. Select the **Encrypt message** and **Sign message** check boxes, and tap **OK**.

To verify the digital signature on a signed message you receive

1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.
3. Tap **Menu > Check Certificate**.



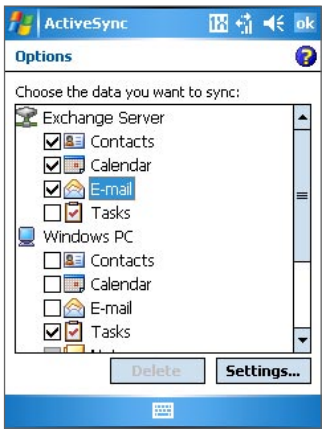
To view the details of the certificate in the message, tap **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

To digitally sign and encrypt all messages

You can set up ActiveSync to digitally sign and encrypt all outgoing messages. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Select the **E-mail** information type, and tap **Settings**. On the E-mail Sync Options screen, tap **Advanced**.



4. Do one or both of the following:
   - To sign all your outgoing e-mail messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
   - To encrypt all your outgoing e-mail messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.
5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

   You can select certificates to sign or encrypt e-mail messages individually if you do not choose to sign or encrypt all outgoing e-mail. For information about signing and encrypting individual messages, see "Individually sign and encrypt a message" in Chapter 7.

Chapter 9
Working With Documents and Files

9.1 Word Mobile

9.2 Excel Mobile

9.3 PowerPoint Mobile

9.4 Adobe Reader LE

9.5 Copying and Managing Files

9.6 ZIP

9.7 Axcess Shop

9.1 Word Mobile

Word Mobile is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

To create a Word file

1. In Word Mobile, tap **New**. You will see either a blank document or template, depending on what you have selected as the default template.
2. Enter text as desired.
3. Tap **Menu**, then choose whether to set the font, paragraph alignment and indentation, insert the date, do a spelling check, and more.
4. When finished, tap **OK** to save and close the file.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

Note Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device. To see a complete list of features that are not supported in Word Mobile, see Help on your device.

9.2 Excel Mobile

Excel Mobile makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also create new workbooks and templates on your device.

To create an Excel file

1. In Excel Mobile, tap **New**. You'll see either a blank worksheet or template, depending on what you've selected as the default template.
2. Tap a cell to select it. Using the on-screen keyboard, enter your data then tap the **Enter** key.
3. Tap **Menu**, then choose whether to insert cells, charts, symbols or functions, format rows and columns, and more.
4. When finished, tap **OK** to save and close the file.

Tips
- Work in full-screen mode to see as much of your workbook as possible.
- Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.

Note Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. To see a complete list of features that are not supported in Word Excel, see Help on your device.

9.3 PowerPoint Mobile

With **PowerPoint Mobile**, you can open and view slide show presentations created on your PC. Slide shows in ***.ppt** and ***.pps** format created using PowerPoint '97 and later can be viewed in PowerPoint Mobile.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

Features not supported in PowerPoint Mobile include:

- **Notes.** Notes written for slides will not be visible.
- **Rearranging or editing slides**. PowerPoint Mobile is a viewer only.
- **Some file formats.** Files created in ***.ppt** format earlier than PowerPoint '97 and HTML files in ***.htm** and ***.mht** formats are not supported.

To start a slide show presentation

1. Tap **Start > Programs > PowerPoint Mobile**.
2. In the presentation list, tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.
4. To navigate between slides, tap ▲| **> Next** or **Previous**, or tap **Go to Slide** and tap the slide you want to view.

If the presentation is set up as a timed slide show, slides will advance automatically.

Notes
- If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.
- Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

To stop a slide show

- In a PowerPoint Mobile presentation, tap ▲| **> End Show**.

9.4 Adobe Reader LE

Adobe Reader LE allows you to open and view Portable Document Format (PDF) files. These files usually have a ***.pdf** file extension.

To open a PDF file on your device

1. Tap **Start > Programs > Adobe Reader LE**.
2. Tap **Open**.
3. Browse to a folder and tap the PDF file you want to view.

Note To open another PDF file, tap **Menu > Open**. Tap **Browse**, select the desired file, and tap **Open**. You can also open a PDF file from File Explorer.

To navigate through a PDF file

You can do any of the following:

- Tap the Up, Down, Right, and Left arrow keys on the horizontal and vertical scrollbars to move to the desired direction of the page.
- Press Navigation Key ( ) up, down, right, and left to move up or down a page or scroll through the pages.

- Tap the space between the arrow keys and the scrollbar with your stylus to move one screen towards the desired position.
- Tap and drag the scrollbar tab to quickly scroll through pages and jump to a desired page number.
- Tap **Tools > Go To** and select an option to go to a specific page in a multi-page PDF file.

To enlarge or reduce the display size

1. Open a PDF file you want to view.
2. Tap **Tools > Zoom**.
3. Select **In** or **Out** to enlarge or reduce the display size. Otherwise, select **Fit Screen** or **Fit Width**.
4. Select **To %** to set an arbitrary zoom ratio.

To customize page view and orientation

1. Open a PDF file you want to view.
2. Tap **Tools > View**.
3. Select an option to suit your view.

To find text in a PDF file

1. Open a PDF file you want to view.
2. Tap **Tools > Find > Text**.
3. Enter the text to be searched.
4. Choose search parameters, such as Match case, Whole word, Backwards, and tap **Find**.

Note Adobe Reader LE offers you the following advance features.

- It displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
- It supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

To use the toolbar

You can also use the Adobe Reader LE toolbar to access the most commonly used functions. The following table lists the toolbar controls.

This Control	Does This
	Fits the entire page to the screen
	Fits the page width to the screen
	Displays the first page
	Displays the previous page
	Displays the next page
	Displays the last page
	Displays the text search screen
	Zooms out
	Zooms in

9.5 Copying and Managing Files

You can copy files between your device and PC using Windows Mobile Device Center or ActiveSync, or copy files to a storage card that is inserted on your device. You can also efficiently manage your files and folders using File Explorer.

Copy files using Windows Mobile Device Center or ActiveSync

Using Windows Mobile Device Center or ActiveSync, you can copy files from your PC to your device and vice versa.

To copy a file between your device and the PC

1. Connect your device to the PC.
2. Click **File Management > Browse** in Windows Mobile Device Center or click **Explore** in ActiveSync on your PC. This opens the Mobile Device folder for your device.
3. Browse your device for files that you want to copy to your PC.
4. To copy a file from your device to your PC:
    a. In the Mobile Device folder, go to the file that you want to copy.
    b. Right-click the file, then click **Copy**.
    c. Locate the destination folder on your PC. Right-click the folder, then click **Paste**.
5. To copy a file from your PC to your device:
    a. On your PC, navigate to the folder that contains the file you want to copy.
    b. Right-click the file, then click **Copy**.
    c. Right-click the destination folder under Mobile Device, then click **Paste**.

Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronized, changes made to one file will not affect the other. If you want to file changes to be automatically updated on your device and PC, you can synchronize files between your device and PC. For more information about synchronizing with a computer, see Chapter 5.

Use File Explorer

File Explorer lets you browse the contents of folders on your device. The root folder on the device is named My Device. My Device is similar to My Computer on the PC and contains the My Documents, Program Files, Temp, Storage Card, and Windows folders, among others.

To use File Explorer

1. Tap **Start > Programs > File Explorer**.
2. Tap a folder or file to open it.
3. To return to an upper level folder, tap the Down arrow (▼) and select the folder.
4. To delete, rename, or copy a file quickly, tap and hold the file then choose the desired operation from the shortcut menu. To select multiple files, tap and drag over the desired files.

Store files to a storage card

To copy files to a storage card

1. Make sure the storage card is properly inserted into your device.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the folder list (labeled **My Documents** by default) and tap **Storage Card**.
5. Tap **Menu > Edit > Paste**.

To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programs, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the program file list, tap **Menu > Options**.
2. With a storage card inserted in your device, in the **Save to** box, select the appropriate storage card to automatically save new files on the storage card.
3. Tap **OK**.

Note In the file or note list, a storage card symbol is displayed next to the names of files saved on a storage card.

9.6 ZIP

This feature allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new ***.zip** files on your device.

Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To start ZIP on your device

- Tap **Start > Programs > ZIP**.

To open a ZIP file and extract files

1. Open a file using any of the following:
   - Select a file and tap **File > Open Archive**.
   - Tap and hold a file and tap **Open Archive**.
   - Double-tap a file.

   Note You cannot select multiple ZIP files.
2. The files contained in the zip file are then displayed. Select files by doing one of the following:
   - Tap to select a file.
   - To select several files, tap **Menu > Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it.)
   - To select all files, tap **Menu > Action > Select All**.
3. Tap **Menu > Action > Extract**.
4. Choose a folder in which files will be extracted to, then tap **Extract**.

To create a zip archive

1. Tap **New** or **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Menu > Action > Add**.
5. Double-tap the folder that contains the files you want to archive.
6. Select files by doing one of the following:
   - Tap to select a file.
   - To select several files, tap and hold on the screen, then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it.)
   - To select all files, tap and hold on the screen, then tap **Select All**.
7. Tap **Add**.
8. Tap **Menu > File > Close Archive**.
9. After closing the zip file, you can tap **Find** or **Menu > File > Find Archive** to search for all zip files and display them on the Archive List screen.

9.7 Axcess Shop

To open an Axcess Shop account

1. Tap **Start > Programs > Axcess Shop**.
2. Tap **Menu > My Account**.
3. Enter the Account Information: First Name, Last Name, Phone Number, Email Address, Language, and Country.
4. Tap **Save** to continue.

To view available software and downloads

1. Tap **Start > Programs > Axcess Shop**.
2. Select a category from the **Catalog**.
3. Select the desired application, then you can:
   - Tap **Try** to get a trial version (if available) of the product.
   - Tap **Buy** to buy the product.
   - Tap **Screenshot** to view a screenshot of the product.
   - Tap to return to the Catalog screen.

To check your downloads

1. Tap **Start > Programs > Axcess Shop**.
2. Tap **Menu > My Downloads**. You can see the software(s) you bought in the **Purchases** folder and the trial version program(s) you downloaded in the **Trial** folder.
   - Tap **Install** to install the selected application on your device.
   - Tap **Remove** to remove the selected application from your device.
   - Tap **View Details** to view the information of the selected application.

Chapter 10
Getting Connected

10.1 Comm Manager
10.2 Connecting to the Internet
10.3 Internet Explorer Mobile
10.4 Bluetooth
10.5 Using Internet Sharing

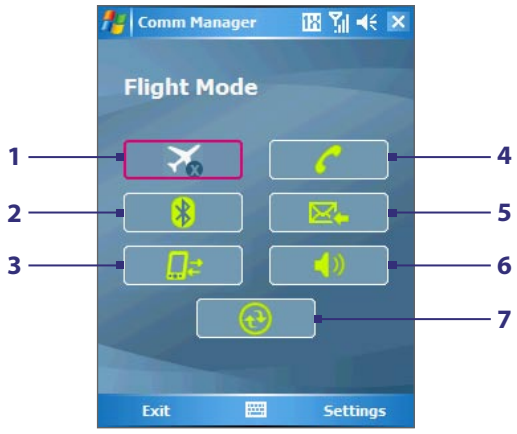
10.1 Comm Manager

Comm Manager acts like a central switcher that lets you enable or disable phone features as well as manage your data connections easily.

To open Comm Manager

- Tap the **Comm Manager** icon ( ) on the Today screen.

Simply tap the corresponding button to enable or disable a feature.



1. Tap to toggle between enabling or disabling flight mode. For more information about flight mode, see "Turn the phone function on and off" in Chapter 3.
2. Tap to toggle between turning on or off Bluetooth. Tap **Settings** > **Bluetooth** to configure Bluetooth on your device. See "Using Bluetooth" for details.
3. Tap to disconnect active data connections. You cannot reconnect data connections in Comm Manager.
4. Tap to toggle between enabling or disabling the phone function. Tap **Settings** > **Phone** to customize phone settings.
5. Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. For more information, see "Schedule synchronization with Exchange Server" in Chapter 4.
6. Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.
7. Tap to open ActiveSync so you can synchronize the device and computer. For more information about the configuration settings for ActiveSync, see Chapter 4.

10.2 Connecting to the Internet

You can use Wi-Fi or dial-up to connect your device to the Internet or your company network.

Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 100 meters. To access the Internet via Wi-Fi on your device, you need access to a wireless network or hotspot.

Note The availability and range of your device's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

To turn Wi-Fi on and off

At the lower left side of your device, slide the WLAN Switch upward to turn Wi-FI on, downward to turn Wi-Fi off. The icons on the switch represent the following:

: Wi-Fi is turned on.

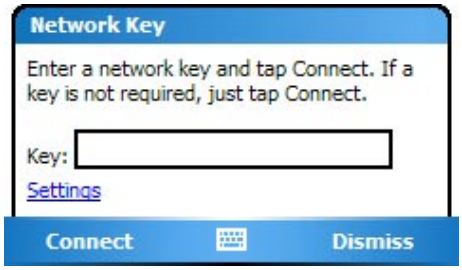
: Wi-Fi is turned off.

To connect to a wireless network or hotspot

1. After Wi-Fi has been turned on, your device then scans for available wireless networks or hotspots in your area. The network names of the detected wireless networks will be displayed on a pop-up message window. Tap the desired wireless LAN, then tap **OK**.

2. On the next pop-up message window, tap **The Internet** if the wireless LAN connects your device to the Internet. Otherwise, tap **Work** if the wireless LAN connects your device to a private network.

3. If the wireless LAN is secured by a network key, enter this key, then tap **Connect**.



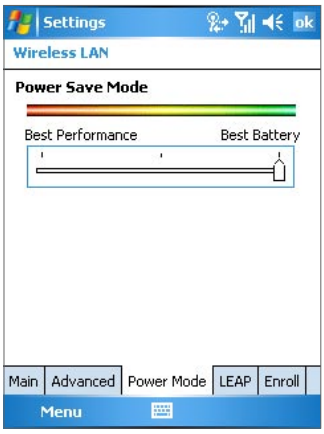
Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).

Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks, however.

To save battery power while connected to a wireless network

1. Tap **Start > Settings > Connections** tab > **Wireless LAN** to open the Wireless LAN Settings screen.
2. On the **Power Mode** tab of the Wireless LAN Settings screen, move the **Power Save Mode** slider to a position that optimizes performance with the least power consumption.

   For example, move the slider to the left (Best Performance) to have the optimal WLAN performance; move to the right (Best Battery) to obtain the maximum battery usage.

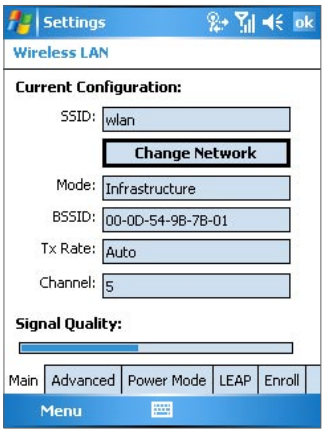


To check the wireless LAN status

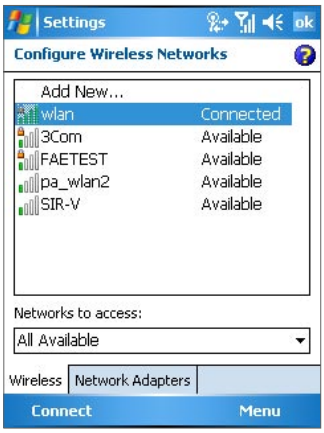
You can check the current wireless connection status from the following three screens of your device:

- **Title bar**. When you enable Wi-Fi on your device, the Wi-Fi ON icon ( ) will appear on the title bar.

  After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon ( ) appears on the title bar. The arrows in this icon will move back and forth while your device is scanning for a wireless LAN signal. Once your device successfully connects to a wireless LAN, the arrows stop moving.
- **Wireless LAN screen - Main tab**. Here, it shows the name of the wireless network that your device is currently connected to. The configuration and signal quality of the wireless network are also shown.
- **Configure Wireless Networks screen**. Tap **Start > Settings > Connections** tab **> Wi-Fi > Wireless** tab. This screen displays the wireless networks currently available.



Wireless LAN: Main tab



Wi-FI: Wireless tab

- To connect to a wireless network in the list, scroll to the name of the desired wireless network, then tap **Connect**.
- Tap a wireless network in the list to view or change its connection settings.
- You can also add new wireless networks, if available, by tapping **Add New**.

Dial-up

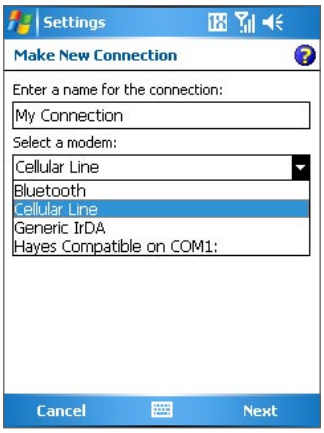
When you are not within the coverage of a wireless network or hotspot, use phone dial-up to connect your device to the Internet. Settings for connecting to your service provider's 1xRTT/EVDO network are already preconfigured on your device, and your device is ready to connect to the Internet. Please do not change these settings as this may cause your data connection to stop working.

To set up a new dial-up connection to your ISP

If you need to use another dial-up connection from an ISP (Internet Service Provider), you can manually add it to your device.

To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. Tap **Start** > **Settings** > **Connections** tab > **Connections**.
2. Under **My ISP** (or under your wireless service provider's name), tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP.
7. Tap **Finish**.



Notes
- To view help information for any screen, tap the **Help** icon ( ).
- To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

Work network connections

A Virtual Private Network (VPN) connection allows you to access your company network through your device's Internet connection. Whereas a proxy connection lets you access the Internet using an existing connection to your corporate or WAP network.

To set up a connection to a private network

1. Obtain the following information from your network administrator:
   - Server phone number
   - User name and password
   - Domain (and other required settings, such as IP address)
2. Tap **Start** > **Settings** > **Connections** tab > **Connections**.

3. In **My Work Network**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

Start a data connection

After a data connection has been set up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that requires an Internet connection. For example, when you start Internet Explorer Mobile to browse the Internet, your device connects automatically.

To manually start a data connection

If you have more than one data connections on your device, you can manually start a connection.

1. Tap **Start > Settings > Connections** tab **> Connections**.
2. Tap **Manage existing connections**.
3. Tap and hold the name of the desired connection, then tap **Connect**.

To disconnect a data connection

- Press and hold END ( ) on your device for at least three seconds; or
- Tap the **Comm Manager** icon ( ) on the Today screen, then tap the **Data Connection** button ( ).

10.3 Internet Explorer Mobile

Internet Explorer Mobile is a full-featured Internet browser, optimized for use on your device.

To start Internet Explorer Mobile

- Tap **Start > Internet Explorer**.

To set a Home page

1. In the address bar on top of the Internet Explorer Mobile screen, enter the desired Web page address. Tap to open the Web page.
2. Tap **Menu > Tools > Options > General** tab.
3. Do one of the following:
   - To use the displayed page as the Home page, tap **Use Current**.
   - To use the default Home page, tap **Use Default**.

Tip To go to your Home page, tap **Menu > Home**.

To transfer favorites from your PC

You can transfer the favorites you have stored on your PC to your device by synchronizing the Internet Explorer favorites on your PC with your device.

1. In ActiveSync on your PC, on the **Tools** menu, click **Options**, and select **Favorites**.
2. In Internet Explorer on your PC, click **Favorites > Add to Favorites** and save or move favorite links to the Mobile Favorites subfolder in the Favorites list.
3. Connect your device to your PC. If synchronization does not start automatically, click **Sync**.

To add a favorite

1. In Internet Explorer Mobile, go to the page you want to add.
2. Tap and hold the page, and tap **Add to Favorites**.
3. Confirm or change the name, and select a folder for storing the favorite.
4. Tap **Add**.

To delete a favorite or folder

1. In Internet Explorer Mobile, tap **Menu > Favorites > Add/Delete** tab.
2. Select the item you want to delete, and tap **Delete**.

To change the size of text on Web pages

- In Internet Explorer Mobile, tap **Menu > Zoom**, and tap the size you want.

To change how Web pages fill the screen

1. In Internet Explorer Mobile, tap **Menu > View**.
2. Tap one of the following:
   - **One Column**. Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
   - **Default**. Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
   - **Desktop**. Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

To clear the History list

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Clear History**.

To save a picture from a Web page

1. In Internet Explorer Mobile, tap and hold the picture, and tap **Save Image**.
2. Do one of the following:
   - To save the picture in **My Pictures** on your device, tap **Yes**.
   - To save the picture in another location, such as a storage card, tap **Save As**.

To delete temporary Internet files

Your device temporarily stores Web pages that you frequently visit or have visited recently to speed up the display of these Web pages when you access them. You may want to delete these files to free storage space.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Delete Files**. All pages stored on your device, including offline favorites content, will be deleted.

To set up Internet security settings

Cookies are small files containing information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your device.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Security** tab.
2. To prevent Internet Explorer Mobile from accepting any cookies, clear the **Allow cookies** check box.
3. Select the check boxes for the other security options you want, and tap **OK**.

10.4 Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information within a distance of about 10 meters without requiring a physical connection. You can even beam information to a device in a different room, as long as it is within the Bluetooth signal coverage range.

Bluetooth can be used in the following ways:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Synchronize information between your device and computer via Bluetooth.
- Use a Bluetooth-enabled headset (or other Bluetooth-enabled hands-free device such as a car kit) with your device for hands-free phone conversations.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.

Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On**. Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn Bluetooth off at times in order to conserve battery power, or in situations where using a wireless device is prohibited, such as on board an aircraft and in hospitals.
- **Visible**. Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

Note By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

To turn Bluetooth on and make your device visible

1. On your device, tap **Start** > **Settings** > **Connections** tab > **Bluetooth**.
2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes.
3. Tap **OK**.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner. Creating a partnership between two devices involves entering the same Bluetooth passcode on both devices.

Creating a partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again. Make sure that on the two devices, Bluetooth is turned on and in visible mode.

To create a Bluetooth partnership

1. On your device, tap **Start** > **Settings** > **Connections** tab > **Bluetooth**.
2. On the **Devices** tab, tap **Add new device**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box.
4. Tap **Next**.
5. Specify a passcode to establish a secure connection. The passcode can be between 1 – 16 characters.

6. Tap **Next**.
7. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
8. The name of the paired device is then displayed. You may edit and enter a new name for that device.
9. Select the check boxes of services that you want to use from the paired device.
10. Tap **Finish**.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

To rename a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. On the shortcut menu, tap **Edit**.
4. Enter a new name for the partnership.
5. Tap **Save**.

To delete a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. Tap **Delete**.

Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device.

Your device also supports A2DP (Advanced Audio Distribution Profile) which is for stereo audio over Bluetooth. This means that you can use a Bluetooth stereo headset with your device for hands-free phone conversations as well as for listening to stereo music. Make sure that your stereo headset also supports A2DP.

Just like when connecting to any Bluetooth device, you also need to enter a passcode when connecting to a Bluetooth hands-free or stereo headset. The passcode is fixed and cannot be changed on a Bluetooth headset. Before you connect it to your device, check for the proper passcode in the manufacturer's documentation.

To connect a Bluetooth hands-free or stereo headset

1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. Tap **Start > Settings > Connections** tab.
3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in the list.
4. Tap the name of the Bluetooth headset, then tap **Next**.
5. Enter the passcode of the Bluetooth headset, then tap **Next**.

6. Make sure the **Hands Free** check box is selected.

   If you have a Bluetooth stereo headset, also make sure the **Wireless Stereo** check box is selected.

7. Tap **Finish**.

Note If the Bluetooth headset becomes disconnected, turn the headset on and repeat steps 1 to 3 above. Tap and hold the name of the Bluetooth headset and tap **Set as Hands-free** or tap **Set as Wireless Stereo**.

Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your device to your computer or to another Bluetooth-enabled device.

Notes
- If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.
- Before beaming items to your computer, open Bluetooth Configuration or Bluetooth Settings in the Control Panel and check if there's an option for setting a location for saving beamed items.

To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see "To turn Bluetooth on and make your device visible".
2. Set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

   If your computer has **Windows Vista** or **Windows XP SP2** and your computer's Bluetooth adapter is supported by your Windows version, do the following steps:

   a. On your computer, open **Bluetooth Devices** from the Control Panel then click the **Options** tab.

   b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.

      For **Windows XP**, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.

   c. Create a Bluetooth partnership between your device and computer. For information about creating a partnership, see "Bluetooth partnerships".

   d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.

   e. To enable your computer to receive Bluetooth beams, right-click the **Bluetooth** icon at the bottom-right of your computer screen and select **Receive a File**.

3. Now you are ready to beam. On your device, tap and hold an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.
4. To beam a contact, tap **Menu > Send Contact > Beam**.

To beam other types of information, tap **Menu > Beam [type of item]**.

5. Tap the device name to which you want to send the beam.
6. If you beamed an Outlook item and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Windows Mobile powered device, follow steps 1 to 5 in the above procedure.

Tips
- The default folder on your computer where beamed items are stored may be C:\Documents and Settings\your_username\My Documents in Windows XP or C:\Users\your_username\My Documents in Windows Vista.
- For your device to receive Bluetooth and infrared beams, tap **Start > Settings > Connections** tab **> Beam** and make sure the **Receive all incoming beams** check box is selected.

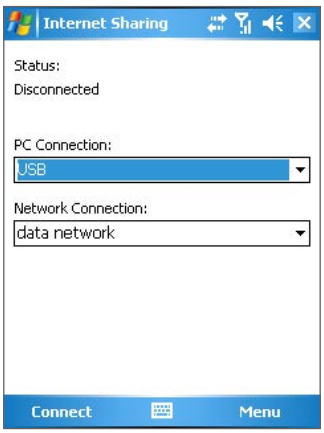
10.5 Using Internet Sharing

Internet Sharing connects your PC or notebook computer to the Internet by using your device's data connection (phone dial-up connection, for instance). You can choose to connect via USB or Bluetooth. Follow the procedure in this section to set up your device as a USB modem.

Tips
- Make sure your device has a SIM card installed, and you have set up a phone dial-up modem connection on your device. If your device has not been set up with a data connection yet, tap **Menu > Connection Settings** on the Internet Sharing screen. For more information, see "To set up a new dial-up connection to your ISP".
- If you want to use a USB cable connection, you must first install Microsoft ActiveSync version 4.2 or later on the computer.
- Before using Internet Sharing, disable ActiveSync on your computer.

To set up your device as a USB modem

1. On your device, tap **Start > Programs > Internet Sharing**.
2. In the **PC Connection** list, select **USB**.
3. In the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
4. Plug in the USB cable between your device and the computer.
5. Tap **Connect**.



To end the Internet connection

- On the Internet Sharing screen, tap **Disconnect**.

Chapter 11
Experiencing Multimedia

11.1 Using Camera

11.2 Using Pictures & Videos

11.3 Using Windows Media Player

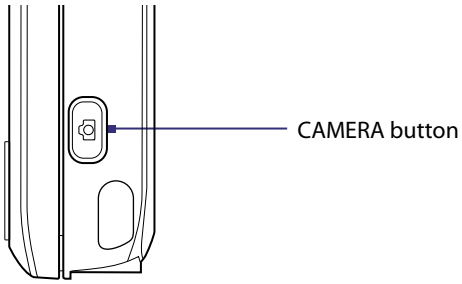
11.1 Using Sharpcast Photos

11.1 Using Camera

Taking photos and capturing video clips along with audio is easy with the built-in camera on your device.

To open the Camera screen

- Press and hold the CAMERA button on your device; or



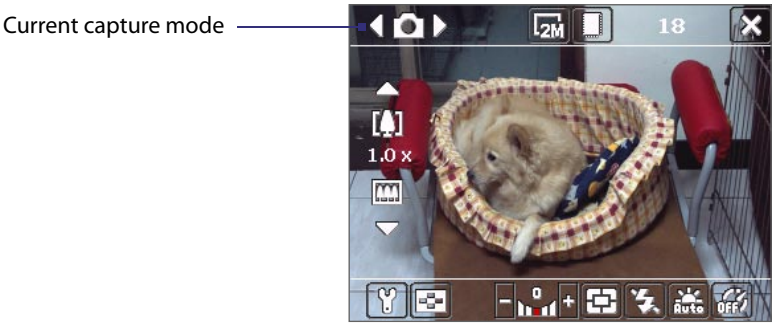
- Tap **Start > Programs > Camera**; or
- Tap **Start > Programs > Pictures & Videos > Camera** icon.

To exit the Camera

- Tap the Exit icon ( ).

Capture modes

The Camera program on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera is set to the Photo capture mode by default. The upper left corner of the screen displays the active capture mode.



To change the capture mode

- Tap or on the screen.
- Press Navigation Key ( ) left or right.

The available capture modes are as follows:

- **Photo**: Captures standard still images.
- **Video**: Captures video clips, with or without accompanying audio.
- **Contacts Picture**: Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
- **Picture Theme**: Captures still images and places them within frames.
- **Panorama**: Captures a sequence of still images continuously in one direction, and allows stitching of all the images to create a panoramic view of a scenery

- **Sports**: Captures a sequence of still images (3, 5, 7, or 10) automatically.
- **Burst**: Captures a sequence of still images (maximum 30) as long as the CAMERA button on the device or the ENTER button on the Navigation Key ( ) is kept pressed.

File formats supported

Using the available capture modes, the camera in your device captures files in the following formats:

Capture type	Format
Still image	JPEG
Video	H.263 (.3gp) 3GPP2 (.3g2) MPEG-4 (.mp4) Motion JPEG (.avi)
Panorama / Sports / Burst	JPEG

Camera controls

The CAMERA button, ENTER button, and Jog Wheel can all be used as the shutter release.

- Press to take a photo, or to take shots for a picture theme or panorama.
- Press to start recording video; press again to stop recording.
- To take consecutive shots in Sports mode, press shortly, then move your device to follow the movement of your subject.
- Press and hold when taking consecutive shots in Burst mode.

Press Navigation Key ( ) up or down to increase or decrease the zoom level. See "Zooming" in this chapter for more details.

On-screen controls and indicators

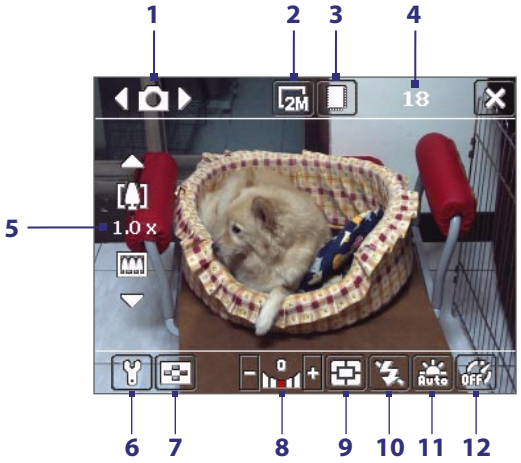


Photo mode

1 **Mode Switching control**. Tapping the left/right arrow (/) on the screen allows you to switch the capture mode.

2 **Resolution**. The resolution icon (/ / / /) indicates the current resolution. Tap to toggle among the different resolutions.

3 **Storage**. Tap to toggle between saving captured photos or video clips on the device memory ( ) or on the memory card ( ).

4 **Remaining information indicator**. In Photo, Contacts Picture, Picture Theme, Panorama, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video mode, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.

5 **Zoom control**. Tapping the up/down arrow (/) or tapping / on the screen allows you to zoom in or zoom out.

6 **Camera Settings**. Tap the **Tool** icon ( ) to open the Camera Settings screen.

7 **Viewer**. Tap the **Viewer** icon ( ) to open the Pictures & Videos screen.

8 **Brightness**. Tapping the minus/plus icon (/) decreases or increases the brightness level.

9 **Metering Mode**. Tap to toggle the metering mode between **Center Area** ( ) and **Average** ( ).

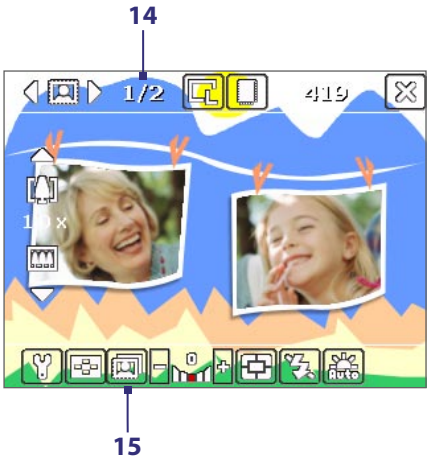
10 **Flash Light**. Tap to turn on or off the flash light that is located at the back of your device. Turn on the flash light when taking shots in dark-lit environments.

11 **White Balance**. Tap to toggle among the different white balance settings: Auto ( ), Daylight ( ), Night ( ), Incandescent ( ), and Fluorescent ( ).

12 **Self-timer**. Tap to set the Self-timer to 2 seconds, 10 seconds, or off when in the Photo or Contacts Picture mode. When you press the ENTER button or the CAMERA button to capture a still image, it starts to count down, and then captures a still image after the assigned time (2 seconds or 10 seconds).

Video mode

13 **Recording indicator**. This shows a red, blinking indicator while video recording is in progress.



Picture Theme mode

14 **Progress indicator**. In Picture Theme, Panorama, Sports, and Burst modes, this shows the total number of consecutive shots.

15 **Template Selector icon**. In Picture Theme mode, tap to toggle among the different templates.

Panorama mode

16 **Stop**. The **Stop** icon ( ) appears only in Panorama mode. Tap this icon if you want to stop capturing the remaining shots and start composing the panorama.

17 **Exit**. Tap the **Exit** icon ( ) to exit the Camera program.

Zooming

Before capturing a still image or a video clip, you can zoom in to make the object in focus move closer or zoom out to make the object move farther away.

To zoom in

- Press Navigation Key ( ) up on your device; or
- Tap the triangular Up arrow above the Zoom Ratio indicator.

When the zooming limit is reached, you will hear a beep.

To zoom out

- Press Navigation Key ( ) down; or
- Tap the Down arrow below the Zoom Ratio indicator.

The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following is a summary.

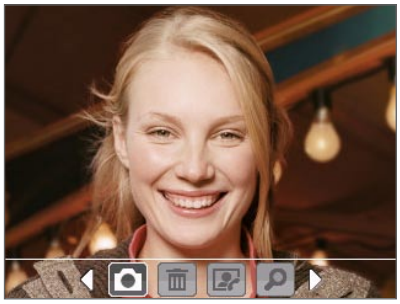
Capture mode	Capture size setting	Zoom range
Photo	2M (1600 x 1200)	No zooming available
	1M (1280 x 960)	1.0x to 2.0x
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Video	Medium (176 x 144)	1.0x to 2.0x
	Small (128 x 96)	1.0x to 2.0x
Contacts Picture	Large (480 x 640)	1.0x to 2.0x
	Medium (240 x 320)	1.0x to 4.0x
	Small (120 x 160)	1.0x to 4.0x
Picture Theme	Determined by the current template	Depends on the size of the template currently loaded

Capture mode	Capture size setting	Zoom range
Panorama	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Sports	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Burst	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x

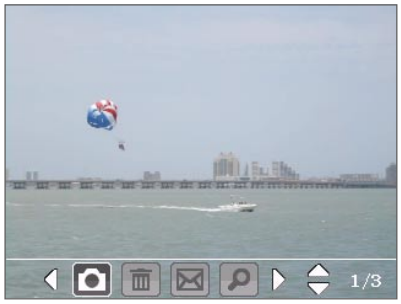
The Review screen

After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**. You can also tap the following icons at the bottom of the Review screen:

Photo, Video, Picture Theme, and Panorama modes



Contacts Picture mode



Sports and Burst modes

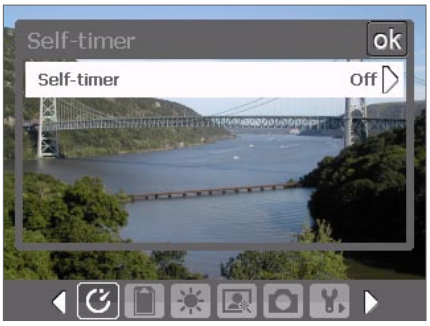
Icon	Function
Back	Go back to the live Camera screen.
Delete	Remove the captured image or video.
Send	Send via e-mail or MMS.
View	View the image in the Pictures & Videos program, or play the captured video in Windows Media Player.
Assign to Contacts	Associate the photo to a selected contact.
Browse	After you have taken photos in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow to browse through the sequence of photos.

To change the display duration of the Review screen

1. Tap to open the Camera Settings screen.
2. On the Camera Settings screen, tap . The Advanced menu then appears.
3. Tap **Review Duration**, then tap the desired time length for displaying captures on the Review screen.

Camera settings

Tap the **Tool** icon ( ) to access the Camera Settings screen. The Camera Settings screen allows you to configure the capture settings.



Camera Settings screen in Photo mode

When you tap the icons at the bottom of the Camera Settings screen, different menus will appear. Some menus and options may be available only in certain capture modes.

You can either tap on-screen or use the Navigation Key ( ) to navigate the Camera Settings screen.

Self-timer menu

- **Self-timer**. Select the Self-timer option for capturing images: **Off**, **2 seconds**, or **10 seconds**. Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CAMERA button, the ENTER button, or Jog Wheel.

Template menu

- **Template**. Select a template (in Picture Theme mode only).

Panorama Settings menu

- **Direction**. Choose in what direction images will be stitched in a panorama.
- **Stitch Count**. Select the desired number of snapshots to be taken and stitched into a panorama.
- **Auto Stitch**. When the Auto Stitch is **On**, the camera automatically stitches snapshots into one single file. If Auto Stitch is **Off**, the snapshots are saved as separate files.

Sports Settings menu

- **Snapshots**. Select the number of consecutive shots to capture (in Sports mode).

Flash Light menu

- **Flash Light**. Set this option to **On** to turn on the flash light (located at the back of your device) so that you can shoot photos or video clips in a low-light environment. The flash flight is available for use in all capture modes except in Sports and Burst modes.

Ambience menu

- **White Balance**. Select a white balance setting type such as Fluorescent, Night, etc. to suit your lighting environment.
- **Effect**. Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.

Capture Settings menu

- **Resolution**. Select the desired image or video size.
- **Quality**. Select the JPEG image quality level for all captured still images. You can choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.

- **Metering Mode**. Select a metering mode to allow the camera to measure the amount of light in the center and around the image and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the image or **Average** to measure light using the area all around the image.
- **Storage**. Select where you want to save your files. You can either save the files to the main memory or to a storage card.

Capture Mode menu

- **Mode**. Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For more information about these modes, see "Capture modes" earlier in this chapter.

Advanced menu

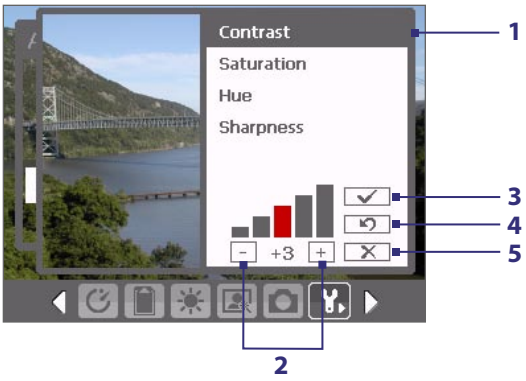
Tap the left/right icon in this bar to switch between the menu pages in the Advanced menu.

- **Capture Format**. Select the desired file format.
- **Shutter Sound**. Choose whether or not you want the camera to make a shutter sound when you press the CAMERA button, the ENTER button, or Jog Wheel to take photos or record video clips.
- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and center your subject more easily and accurately.

Grid

- **Keep Backlight**. Choose whether to turn the backlight on or off while using the camera. This overrides your device backlight settings while you are using the camera.
- **Review Duration**. Set a time length for displaying the captured image/video on the Review screen before automatically saving it and returning to the live Camera screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing.
- **Flicker Adjustment**. When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio**. Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.

- **Prefix**. Specify how to name captured images and video clips. When **Default** is selected, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.
- **Counter**. By default, the newly captured image or video files are named with a prefix and some sequential numbers, such as 001, 002, and so on. To reset the numbering to "001" for your captured files, tap **Reset**.
- **Recording Limit**. Specify the maximum time or file size for recording.
- **Template Folder** (in Picture Theme mode only). By default, templates are stored in the \My Documents\ Templates folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Adjust**. This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.



1 In the submenu, tap one of the properties to adjust.

Alternatively, press Navigation Key ( ) up or down to select a property.

2 To increase/decrease the value, tap the plus/minus icon or press Navigation Key ( ) left or right. The live Camera screen on the background immediately displays the effect of changes.

3 Tap to save the settings and close the submenu.

4 Tap to reset all properties to their default.

5 Tap to close the submenu without applying and saving the changes.

11.2 Using Pictures & Videos

The **Pictures & Videos** program collects, organizes, and sorts images and video clips in the following formats on your device.

File Type	File Extensions
Image	*.bmp, *.jpg, *.gif
GIF animation	*.gif
Video	*.avi, *.wmv, *.mp4, *.3gp. *.3g2

You can view the pictures as a slide show, beam them, send them via e-mail, edit them, or set them as the background on the Today screen.

To open Pictures & Videos

- Tap **Start > Programs > Pictures & Videos**.

To copy media files to your device

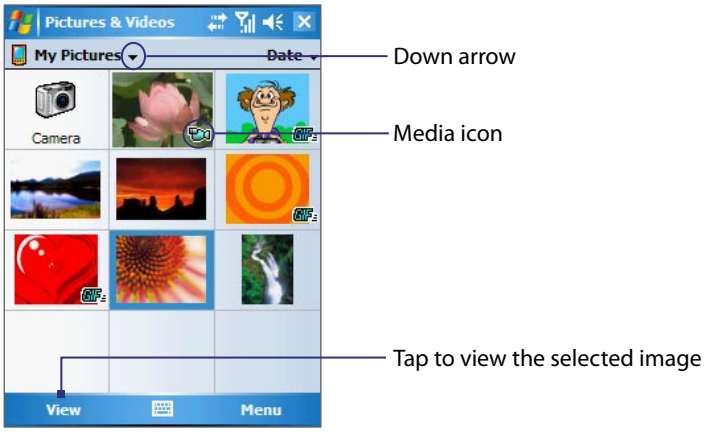
- Copy pictures and GIF animation files from your PC or a storage card to the My Pictures folder on your device.
- Copy video files to the My Videos folder.

For information about copying files, see "Copying and Managing Files" in Chapter 9.

To view pictures

1. The images in the My Pictures folder appear as thumbnails by default.
2. Select an image and tap **View**.

   If you cannot find the desired image in the default My Pictures folder, go to another folder by tapping the Down arrow ( ).



To play GIF animation files

1. Select a GIF animation file and tap **View**.
2. The GIF Animation program then opens and plays the animation.

To play videos with audio

1. By default, the contents of the My Pictures folder will be shown.
2. To find the video clips that you captured, tap the down arrow ( ) next to the My Pictures folder and tap My Documents. Next, tap My Videos. Video clips are displayed as thumbnails by default, which appear with a media icon ( ).
3. Tap to select a video and play it in Windows Media Player.

To view slide shows

You can view your pictures as a slide show on your device. Pictures are shown in full-screen view with 5-second intervals between slides.

- Tap **Menu > Play Slide Show**.

Note You can specify how pictures are scaled to optimize their display in a slide show. Tap **Menu** > **Options**, then tap **Portrait pictures** or **Landscape pictures** on the **Slide Show** tab.

Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view, and more.

To sort pictures and video clips

- On the Pictures & Videos screen, tap the sort list (labeled **Date** by default), and select the item you want to sort by (**Name**, **Date**, or **Size**).

To delete a picture or video clip

Do any of the following to remove a picture or a video clip:

- Select a picture or video clip on the Pictures & Videos screen, and tap **Menu > Delete**.
- Tap and hold the thumbnail of the picture you want to delete, then tap **Delete**.

Tap **Yes** to confirm the deletion.

To edit a picture

You can rotate, crop, and adjust the brightness and color contrast of your pictures.

1. In Pictures & Videos, tap the picture you want to edit.
2. Tap **Menu > Edit**, and do any of the following:
   - To rotate a picture 90 degrees clockwise, tap **Rotate**.
   - To crop a picture, tap **Menu > Crop**. Next, tap and drag to select the area to crop. Tap inside the box to crop, or tap outside the box to cancel cropping.
   - To adjust the brightness and contrast levels of a picture, tap **Menu > Auto Correct**.

Note To undo an edit, tap **Menu > Undo**. To cancel all unsaved edits you made to the picture, tap **Revert to Saved**.

To set a picture as the Today screen background

1. In Pictures & Videos, select the picture you want to set as the background.
2. Tap **Menu > Set as Today Background**.
3. In **Transparency level**, select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
4. Tap **OK**.

To send pictures and video clips via e-mail

1. First, set up Messaging to send and receive messages.
2. In Pictures & Videos, select the item you want to send.
3. Tap **Menu > Send**.
4. A new message is created with the item attached.
5. Enter the recipient name and subject, and tap **Send**. The message will be sent the next time you synchronize your device.

Notes
- Pictures and video clips are saved automatically before they are sent.
- Tap **Menu > Beam** to beam a selected media file using infrared or Bluetooth.

To assign pictures to contacts

You can assign a picture to a contact so that you can easily identify the contact at any point of time.

1. In Pictures & Videos, select the picture you want to assign to a contact.
2. Tap **Menu > Save to Contact**.
3. Tap the contact, or navigate and tap **Select** to choose the contact from your Contacts list.

To customize more image settings

1. In Pictures & Videos, select the picture for which you want to configure further settings.
2. Tap **Menu > Options**. The Options screen appears, allowing you to:
   - Resize a picture so that it can be sent faster through e-mail.
   - Set the direction of rotation for the Rotate function.
   - Configure the view settings during slide shows and activate screensaver options.

11.3 Using Windows Media Player

You can use Microsoft Windows Media Player 10 Mobile to play digital audio and video files that are stored on your device or on a network, such as on a Web site. The following file formats are supported by Windows Media Player Mobile:

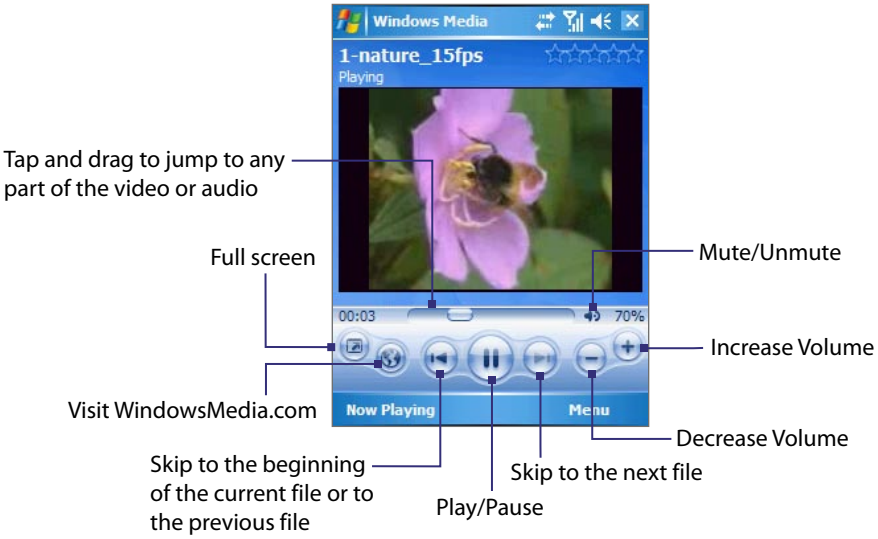
Video File Formats Supported	File Extensions
• Windows Media Video	.wmv, .asf
• MPEG4 Simple Profile	.mp4
• H.263	.3gp
• Motion JPEG	.avi
• 3GPP2	.3g2

Audio File Formats Supported	File Extensions
• Windows Media Audio	.wma
• MP3	.mp3
• MIDI	.mid, .midi, .rmi
• AMR Narrow Band	.amr
• AMR Wide Band	.awb
• AAC	.m4a
• 3GPP2	.gcp

To open Windows Media Player Mobile

- Tap **Start > Programs > Windows Media**.

About the controls



About the screens and menus

Windows Media Player Mobile has three primary screens:

- **Playback screen**. The default screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.
- **Now Playing screen**. The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are "queued up" to play next.
- **Library screen**. The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen, you can open a **Menu**. The commands on this menu vary, depending upon which screen you are viewing. For more information about the commands in these menus, see Help on your device.

About licenses and protected files

Some media files have associated licenses that protect them from being unlawfully distributed or shared.

If you want to copy a protected file from your PC to your device, use the Windows Media Player on your PC to synchronize the file to your device. This will ensure that the license is copied along with the protected file.

Note You can view the protection status for a file by checking its file properties (tapping **Menu** > **Properties**).

Synchronize video and audio files

Use the latest version of Microsoft Windows Media Player on your PC to synchronize digital media files from your PC to your device. This ensures that protected files and album art (for skins) are copied to your device correctly.

To synchronize content to your device automatically

1. On your PC, start Windows Media Player and then connect your device to your PC.
2. In the Device Setup Wizard, type a name for your device and click **Finish**.
3. On the leftmost pane, right-click your device and select **Set Up Sync**.

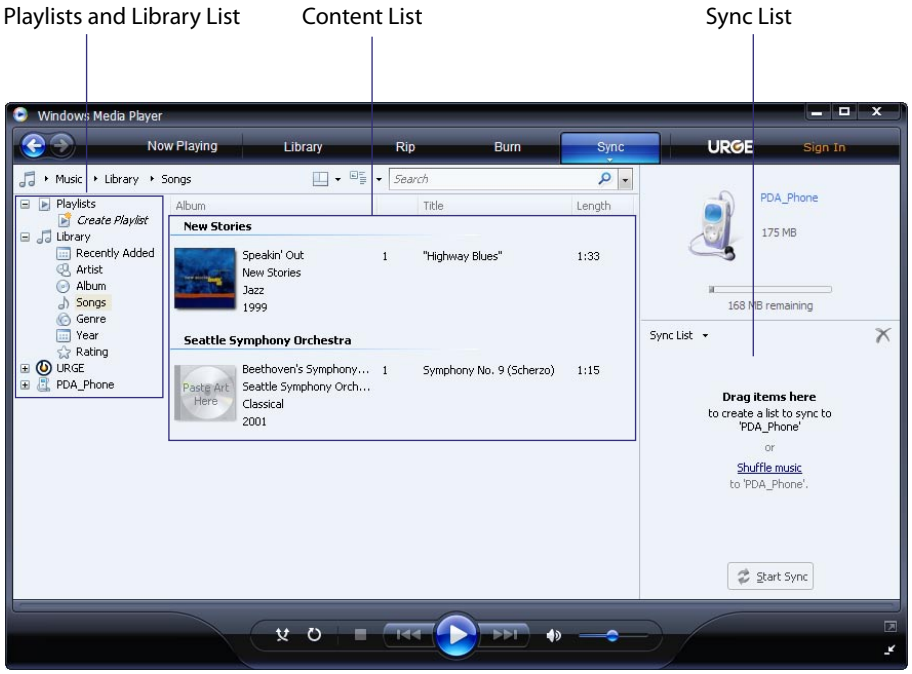
Note You can also sync your storage card if you have one installed on your device. To sync, right-click **Storage Card**.

4. On the Device Setup dialog box, select **Sync this device automatically** and then select the playlist(s) that you want to sync between your PC and device.
5. Click **Finish**.

The files begin synchronizing to your device. The next time you connect your device to your PC while Windows Media Player is running, synchronization will start automatically.

To synchronize content manually to your device

1. If you have not set up synchronization between your device and PC, follow steps 1 to 3 in "To synchronize content to your device automatically".
2. Click the **Sync** tab on the Windows Media Player of your PC. Select a Playlist or a Library on the left panel of the Windows Media Player.
3. From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.



4. Click **Start Sync** to start synchronizing the selected files to your device.

Notes

- Use Windows Media Player 11 or later on your PC to synchronize media files to your device.
- Audio files copy faster if Windows Media Player is configured to automatically set the quality level for audio files copied to your device. For more information, see the Windows Media Player Help.

Play media

To play items on your device

Use the library on Windows Media Player Mobile to find and play songs, videos, and playlists that are stored on your device or removable storage card.

1. If you are not on the Library screen, tap **Menu > Library**.
2. On the Library screen, tap the Library arrow (near the top of the screen), then tap the media storage that you want use, for example, Storage Card.
3. In most cases, Windows Media Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your device or storage card. Tap **Menu > Update Library** to manually update the library list.
4. Select a category (for example, My Music or My Playlists).
5. Tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

Tip To play a file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.

Notes
- To play a file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.
- To play a media file from the Internet or a network server, tap **Menu > Library** then tap **Menu > Open URL**.

Use playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback.

In Windows Media Player on your PC, you can create a playlist of media files and synchronize it with your device. For more information about synchronizing media, see "Copy media files to your device" earlier in this chapter.

In Windows Media Player Mobile on your device, your playlists are available in the Library under the My Playlists category. There is also a temporary playlist, called Now Playing, which lists the currently playing file, as well as any files that have been queued up to play next. You can create a new playlist on your device by saving the current Now Playing playlist and by giving it a new name.

To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list.

   Repeat this step until you have added all desired media files to the Now Playing list.

   Note You cannot select multiple files simultaneously.
4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.
6. Enter the playlist name then tap **Done**.
7. To play back the playlist you created, tap **My Playlists** in the Library, select your playlist, then tap **Play**.

Troubleshooting

If you encounter a problem while using the Windows Media Player, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media Player Mobile page at the Microsoft Web site (http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx).

11.1 Using Sharpcast Photos

To install the program

1. Tap **Start > Programs > Sharpcast Photos**.
2. If it is the first time you use Sharpcast Photos, tap **Install Now** to install the program on your device.

Note To install the program, your device must be connected to the Internet first.

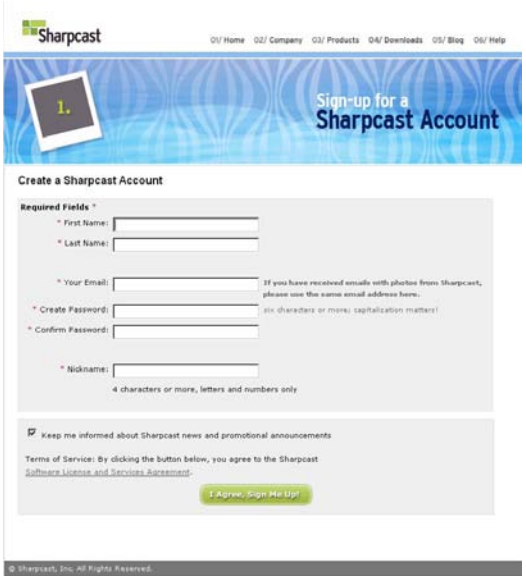
3. Follow the step-by-step instructions to properly set up the program. When finished, tap **OK** to restart.

To register for an account

Before you get started, you have to sign up your account.

- From your device:
  1. Tap **Start > Programs > Sharpcast Photos**.
  2. On the Log In screen, tap "**here**" to open the Internet Explorer and link to the registration Web page.
  3. Enter the required information and follow the online instructions to complete the registration.

- From your computer:
  1. On your desktop/laptop PC, open the Web browser and link to http://photos.sharpcast.com/account/signup/alltel.
  2. Enter the required information, then click "**I Agree, Sign Me Up!**" and follow the online instructions to complete the registration.



To log in

1. Tap **Start > Programs > Sharpcast Photos**.
2. Enter your e-mail address and password then tap **Submit**.
3. Tap **OK** to enter the Album List screen.

To upload a photo to your Mobile Photos Web album

1. On the Album List screen of Sharpcast Photos, tap **Camera > OK**.
2. Take a photo.
3. Tap the icon to return to the Sharpcast Photos program and view the photo in Full Screen View.

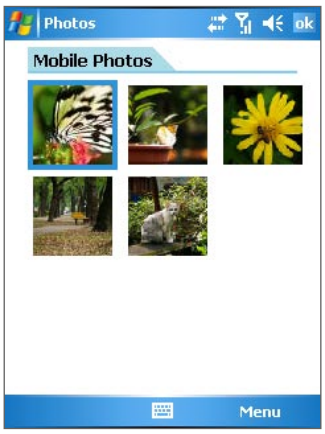
Notes
- The photo will be automatically uploaded to your Mobile Photos Web album for Online sharing.
- Tap to retake the photo or to delete the photo and return to the Photos screen.

To view photos from your Web albums

1. On the Album List screen of Sharpcast Photos, select the album you want to view.
2. Tap **Menu > View Thumbnails** to view the photos in that album.

To change the view mode

The Sharpcast Photos supports three view modes: **Thumbnails View**, **Full Screen View**, and **Image View**.



Thumbnails View

Full Screen View

Image View

- In Thumbnails View, tap the desired photo to view it in Fill Screen View.
- In Full Screen View, tap the photo or press the ENTER button to change to Image View.
- In Image View, tap the photo or press the ENTER button to change to Full Screen View; or tap **Thumbnails** to change to Thumbnails View.
- In Full Screen View and Image View, press Navigation Key ( ) up or down to adjust the photo size to fill or fit the screen.

To share your albums

1. When viewing a photo in Thumbnails View or Image View, or in the Album List screen, tap **Menu > Share Album**.
2. Tap **Continue** on the following screen.
3. Tap **New Contact** to enter the recipient's name and e-mail address; or select the contact(s) you want to share with.

Note The e-mail address that you have entered will be kept as a contact in Sharpcast Photos.

4. Enter your message and tap **Share**. The recipient(s) will get an e-mail that contains your message and a link to view your photos.

Chapter 12
Managing Your Device

12.1 Adding and Removing Programs
12.2 Managing Memory
12.3 Checking System Information
12.4 Resetting Your Pocket PC Phone
12.5 Battery Saving Tips

12.1 Adding and Removing Programs

Before you purchase additional programs for your device, make sure that they are compatible with your device.

To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single *.exe file, a *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the *.exe file.

To remove programs

You can only remove programs that you installed. Programs that come with your device cannot be removed.

1. Tap **Start > Settings > System** tab **> Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.

12.2 Managing Memory

You may need to stop a program if it becomes unstable or the program memory is low.

To see how much memory is available

- Tap **Start > Settings > System** tab **> Memory**.
- On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory

You can see how much memory is available on a storage card that is inserted in your device.

1. Tap **Start > Settings > System** tab **> Memory**.
2. Tap the **Storage Card** tab.

To free up program memory

Try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu > Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see "Internet Explorer Mobile" in Chapter 6.
- Remove programs you no longer use.
- Reset your device.

To close a program

Tapping the button in a program may just close the program screen. In this case, the program continues to run in the background. You can end running programs manually by following these steps:

1. Tap **Start** > **Programs** > **Running Programs**, or tap **Start** > **Settings** > **System** tab > **Memory** > **Running Programs** tab.
2. In the **Running Programs List**, tap the program you want to close, and tap **Stop**.

Tip In most programs, you can also tap the keyboard shortcut **Ctl+q** on the on-screen keyboard to close the program.

12.3 Checking System Information

If you want to find out about technical details about your device such as the type or speed of the processor, memory size, etc., you can check under Settings for device information.

To find the operating system version number

- Tap **Start** > **Settings** > **System** tab > **About**.

The version of the operating system on your device is shown near the top of the About screen.

To get detailed device information

- Tap **Start** > **Settings** > **System** tab > **About**.

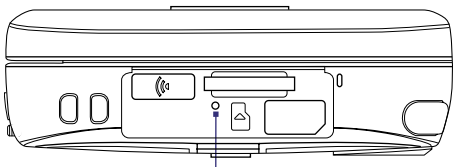
The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

12.4 Resetting Your Pocket PC Phone

Occasionally, you may need to reset your device. A soft (or normal) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

To perform a soft reset

- Use the stylus to press the RESET button found at the bottom center part of your device. Your device restarts and displays the Today screen.

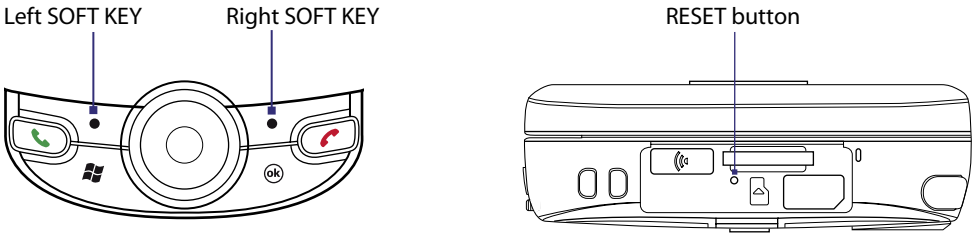


You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a soft reset does not solve a system problem. After a hard reset, the device is restored to its default settings — the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile software and other pre-installed programs will remain.

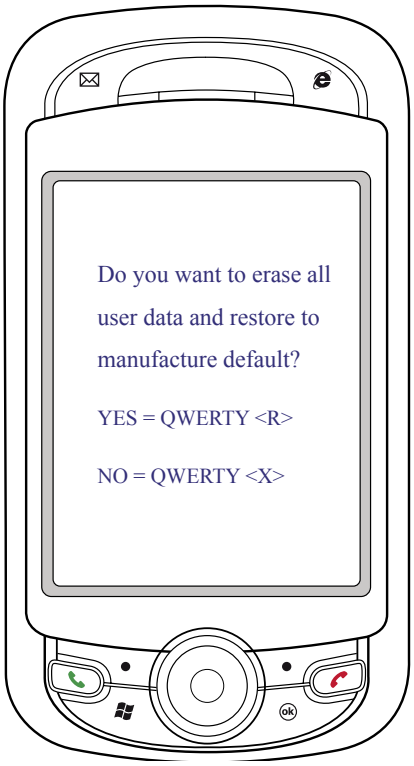
Warning! Your device will be set back to factory default settings. Please ensure any additional installed programs and/or user data have been backed up before a hard reset is performed.

To perform a hard reset

1. Press and hold the Left SOFT KEY and the Right SOFT KEY, and at the same time, use the stylus to press the RESET button at the bottom center part of your device.



2. Release the stylus, but continue pressing the two soft key buttons. Release them only when you see the following message on your device screen:



3. Slide open the hardware keyboard, then press **R** to do a hard reset.
4. When the restoration process is complete, press the Space Bar on the hardware keyboard to restart your device.

12.5 Battery Saving Tips

How long your battery power lasts depends on battery type and how you use your device. Here are a few tips on saving battery power:

- When the device is not in use, press POWER ( ) to switch off the display.
- Tap the battery icon ( ) on the Today screen. On the **Advanced** tab of the **Power** settings screen, you can specify when your device automatically turns off the display to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC charger to plug your device into external power whenever possible, especially when using a storage card or when using a modem or other peripherals.
- Adjust the backlight settings. For more information, see "To set the backlight to dim after a time delay" in Chapter 4.
- When you are out of range of wireless networks, turn Wi-Fi off. Searching for networks consumes a lot of power. For more information, see "Wi-Fi" in Chapter 10.
- Turn Bluetooth off when you are not using it. For more information, see "Bluetooth" in Chapter 10.
- Lower the volume.
- Close battery-intensive programs, such as the Camera, when you are done using them. Make sure the programs are ended and are not continuously running in the background. For more information about ending running programs, see "To close a program" in this chapter.
- If you have enabled automatic synchronization between your device and your e-mail server, then you should increase the sync interval during off-peak hours or when you don't plan on receiving a lot of messages.

Chapter 13
Using Other Applications

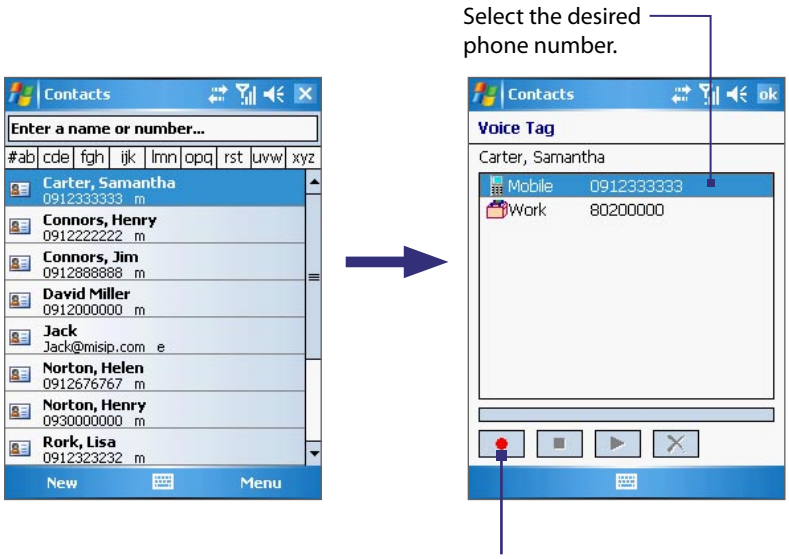
13.1 Voice Speed Dial
13.2 Terminal Services Client

13.1 Voice Speed Dial

You can record voice tags so that you can dial a phone number or launch programs simply by speaking a word.

Create a voice tag for a phone number

1. Tap **Start** > **Contacts** to open the Contacts list.
2. Do one of the following:
   - Tap and hold the desired contact, then tap **Add Voice Tag**.
   - Select the desired contact, then tap **Menu** > **Add Voice Tag**.
   - Tap the desired contact to open the contact's detailed screen, then tap **Menu** > **Add Voice Tag**.
3. Select the phone number that you want to create a voice tag, then tap the **Record** button ( ).



4. When completed, a **Voice Tag** icon ( ) will be displayed to the right of the item.
5. When you create a voice tag for the item, you can do one of the following:
   - Tap the **Record** button ( ) to rebuild the voice tag.
   - Tap the **Play** button ( ) to play the voice tag.
   - Tap the **Delete** button ( ) to delete the voice tag.

Tip To ensure voice recognition accuracy, please record your voice in a quiet place.

Create voice tag for a program

1. Tap **Start** > **Settings** > **Personal** tab > **Voice Speed Dial**.
2. The **Application** tab displays a list of all installed programs on your device. The procedure for creating a voice tag for a program is the same as the procedure for creating a voice tag for a phone number.
3. After you have created a voice tag for a program, you can then launch the program by saying the recorded voice tag after pressing the VOICE COMMAND button.

Make a call or launch programs using voice tags

1. Press the VOICE COMMAND button.
2. After a "beep" sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The system will repeat the voice tag and then dial out or launch the program automatically.

Note If the system cannot recognize your voice tag, please speak clearly and reduce the surrounding noise, then try again.

To view and test the voice tags you have created

1. Tap **Start** > **Settings** > **Personal** tab > **Voice Speed Dial**.
2. The **Voice Tag** tab displays a list that contains all the voice tags you have created. Select an item in the list, and you can do one of the following:
   - Tap the **Record** button ( ) to rebuild the voice tag.
   - Tap the **Play** button ( ) to play the voice tag.
   - Tap the **Delete** button ( ) to delete the voice tag.

13.2 Terminal Services Client

The **Terminal Services Client** allows you to log on to a PC running Terminal Services or Remote Desktop, and use all the resources available on that PC. For example, instead of running Word Mobile on your device, you can run the PC version of Word and access the .doc files available on that PC.

To connect to a Terminal Server

1. On your device, tap **Start** > **Programs** > **Terminal Services Client**.
2. Enter the server name.
3. You can also select a server name in **Recent servers** if you have recently connected to a server.
4. Select the **Limit size of server desktop to fit on this screen** check box if you want to use programs that have been specifically sized for use with your device.
5. Tap **Connect**.

To navigate within Terminal Services Client

When connected to a remote server, you may notice that the screen is displaying more than one horizontal and vertical scroll bar. Use these scroll bars to either scroll the contents on the PC, or to scroll the PC display through the Terminal Services Client window.

To make sure you are scrolling the PC display through Terminal Services Client, use the five directional buttons at the bottom of the Terminal Services Client window. To better fit information on the screen, select the **Limit size of server desktop to fit on this screen** check box. For best results, the programs on your desktop PC should be maximized.

To disconnect without ending a session

1. From the Terminal Services Client screen on your device, tap **Start** > **Shutdown**.
2. Tap **Disconnect**.

Notes
- Do not use the **Start** menu on your device.
- If a network administrator has configured Terminal Services Client on your device to reconnect to disconnected sessions, and you previously disconnected from a Terminal Server without ending the session, the Terminal Services Client reconnects to that session.

To disconnect after ending a session

1. From the Terminal Services Client screen on your device, tap **Start > Shutdown**.
2. Tap **Log Off**.

Appendix

A.1 Specifications
A.2 Regulatory Notices
A.3 Additional Safety Information

A.1 Specifications

System Information	
Processor	QUALCOMM® MSM7500, 384 MHz
Memory	- ROM : 256 MB embedded NAND Flash - RAM : 64 MB SDRAM (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).
Operating System	Microsoft® Windows Mobile® Version 5.0 Pocket PC Phone Edition

Power	
Battery	Rechargeable Lithium-ion polymer battery, 1500 mAh
Charging Time	Up to 4 hours
AC Charger	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A

Display	
LCD Type	2.8" transmissive TFT-LCD with backlight LEDs, touch-sensitive screen
Resolution	240 x 320 dot pixels with 64K colors
Alignment	Portrait and Landscape

Cellular Radio Module	
Functionality	CDMA2000 1xEVDO/1xRTT and IS-95A/B voice or data
Mode	Dual-band (800 and 1900 MHz)
Internal Antenna	Yes

Physical	
Dimensions	110 mm (L) x 59 mm (W) x 18.5 mm (T)
Weight	165g (with battery)

Camera Module	
Type	2 Megapixel color CMOS camera with flash light
Resolution	Photo: 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: 352x288 (CIF), 320x240 (QVGA), 176x144 (QCIF), 128x96
Digital Zoom	Up to 8x

Connections	
Infrared	IrDA SIR
I/O Port	HTC ExtUSB™ : an 11-pin mini-USB and audio jack in one (ExtUSB is a proprietary connection interface that is trademarked by HTC).
Car Antenna Connector	For connecting to an external phone antenna (850MHz and 1900MHz)
Wireless Connections	Bluetooth®, Wi-Fi®

Controls and Lights	
Navigation Buttons	• 5-way Navigation Key • Five program buttons : CAMERA, COMM MANAGER, MESSAGING, INTERNET EXPLORER MOBILE, VOICE COMMAND • Two phone functions : TALK and END • START MENU button • Two OK buttons • Two soft keys • Jog Wheel • POWER button • RESET button • WLAN switch
Hardware Keyboard	QWERTY keyboard with two additional soft keys, and an ambient sensor that detects low light and automatically illuminates the keyboard.
LEDs	The left LED shows the following: • A blinking Blue light for Bluetooth system notification of powered-up and ready to transmit radio frequency signal. • A blinking Green light for Wi-Fi status. • When both Bluetooth and Wi-Fi are enabled, their lights blink alternately. The right LED shows Green and Amber lights for CDMA standby and network status, notification, and battery charging status.

Audio	
Microphone/ Speaker	Built-in/Dual, Hands-free
Headphone	MP3/WAV/WMA/AAC/AAC+ codec

Expansion Slots	
Memory Card Slot	microSD™

A.2 Regulatory Notices

Regulatory Agency Identifications

For regulatory identification purposes, your product is assigned a model number of TITA100.

FCC ID: NM8TITA100. IC:4115A-TITA100.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your TITA100.

The Battery Pack has been assigned a model number of TRIN160.

This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

Federal Communications Commission Notice

DECLARATION OF CONFORMITY

UT Starcom hereby declares that this wireless device, **TITA100**, manufactured by High Tech Computer Corp., is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. A copy of the original declaration of conformity can be found at the following Internet address: http://www.danger.com/consumers.php

This wireless device, **TITA100**, manufactured by High Tech Computer Corp., complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Responsible Party: High Tech Computer Corp.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help. Modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

FCC RF EXPOSURE INFORMATION

In August 1996, the Federal Communications Commission (FCC) of the United States with its action in Report and Order FCC 96-326 adopted an updated safety standard for human exposure to radio frequency electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this device complies with the FCC guidelines and these international standards.

BODY-WORN OPERATION

Your **TITA100** pocket PC phone was tested for typical body-worn operations with the back of the device kept 1.5 cm from the body. To comply with FCC RF exposure requirements, a minimum separation distance of 1.5 cm must be maintained between the user's body and the back of the device, including the antenna. Third-party belt-clips, holsters and similar accessories containing metallic components should not be used. Body-worn accessories that cannot maintain 1.5 cm separation distance between the user's body and the back of the device, and have not been tested for typical body-worn operations may not comply with FCC RF exposure limits and should be avoided.

When carrying the device on you, turning the display in towards the body will minimize RF exposure and maximize antenna efficiency.

Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corporation may void the user's authority to operate the equipment.

FCC Hearing-Aid Compatibility (HAC) Regulations for Wireless Devices

On July 10, 2003, the U.S. Federal Communications Commission (FCC) Report and Order in WT Docket 01-309 modified the exception of wireless phones under the Hearing Aid Compatibility Act of 1988 (HAC Act) to require digital wireless phones be compatible with hearing-aids. The intent of the HAC Act is to ensure reasonable access to telecommunications services for persons with hearing disabilities.

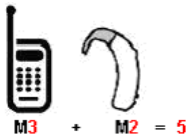
While some wireless phones are used near some hearing devices (hearing aids and cochlear implants), users may detect a buzzing, humming, or whining noise. Some hearing devices are more immune than others to this interference noise, and phones also vary in the amount of interference they generate.

The wireless telephone industry has developed a rating system for wireless phones, to assist hearing device users find phones that may be compatible with their hearing devices. Not all phones have been rated. Phones that are rated have the rating on their box or a label located on the box.

The ratings are not guarantees. Results will vary depending on the user's hearing device and hearing loss. If your hearing device happens to be vulnerable to interference, you may not be able to use a rated phone successfully. Trying out the phone with your hearing device is the best way to evaluate it for your personal needs.

M-Ratings: Phones rated M3 or M4 meet FCC requirements and are likely to generate less interference to hearing devices than phones that are not labeled. M4 is the better/higher of the two ratings. TITA100 is rated M3.

Hearing devices may also be rated. Your hearing device manufacturer or hearing health professional may help you find this rating. Higher ratings mean that the hearing device is relatively immune to interference noise. The hearing aid and wireless phone rating values are then added together. A sum of 5 is considered acceptable for normal use. A sum of 6 is considered for best use.



In the above example, if a hearing aid meets the M2 level rating and the wireless phone meets the M3 level rating, the sum of the two values equal M5. This should provide the hearing aid user with "normal usage" while using their hearing aid with the particular wireless phone. "Normal usage" in this context is defined as a signal quality that is acceptable for normal operation.

The M mark is intended to be synonymous with the U mark. The T mark is intended to be synonymous with the UT mark. The M and T marks are recommended by the Alliance for Telecommunications Industries

Solutions (ATIS). The U and UT marks are referenced in Section 20.19 of the FCC Rules. The HAC rating and measurement procedure are described in the American National Standards Institute (ANSI) C63.19 standard.

For information about hearing aids and digital wireless phones

FCC Hearing Aid Compatibility and Volume Control:

http://www.fcc.gov/cgb/dro/hearing.html

Gallaudet University, RERC:

http://tap.gallaudet.edu/DigWireless.KS/DigWireless.htm

SAR Information

SAR: 1.130 W/kg @1g (USA)

THIS MODEL DEVICE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with the High Tech Computer Corp. accessories supplied or designated for this product. Use of other accessories may not ensure compliance with the FCC RF exposure guidelines.

Your wireless mobile CDMA phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992.
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986.
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996.
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile CDMA phone employs a unit of measurement known as the **Specific Absorption Rate**, or **SAR**. The SAR limit set by the FCC is 1.6W/kg*. Tests for SAR are conducted with the device transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating can be well below the maximum value. This is because the device is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a device model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government adopted requirement for safe exposure. The tests are performed in positions and locations (e.g., at the ear and worn on the body) as required by the FCC for each model.

The highest SAR value for this model device when tested for use at the ear is 1.130 W/Kg @ 1g and when worn on the body, as described in this user guide, is 0.922 W/Kg @ 1g. (Body-worn measurements differ among device models, depending upon available accessories and FCC requirements). While there may be differences between the SAR levels of various devices and at various positions, they all meet the government requirement for safe exposure.

The FCC has granted an Equipment Authorization for this model device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model device is on file with the FCC and can be found under the Display Grant section of https://gullfoss2.fcc.gov/prod/oet/cf/eas/reports/GenericSearch.cfm after searching on FCC ID: NM8TITA100.

Additional information on Specific Absorption Rates (SAR) can be found on the Cellular Telecommunications & Internet Association (CTIA) web-site as http://www.phonefacts.net.

* In the United States and Canada, the SAR limit for mobile CDMA phone used by the public is 1.6 Watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in measurements.

Normal condition only to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

FCC Enhanced 911 (E911) Rules

BACKGROUND

The Federal Communications Commission (FCC) requires wireless carriers to transmit specific latitude and longitude location (Automatic Location Identification = ALI) information as well as "911" calls to Public Safety Answering Points (PSAPs) to identify the location of the caller in case of emergency.

Generally, the rules require that carriers identify an E911 caller's location within 50 meters of the actual location for 67 percent of calls and within 150 meters of the actual location for 95 percent of calls.

TITA100's ALI CAPABILITY

The **TITA100** is an ALI-capable pocket PC phone equipped with a GPS (Global Positioning System) receiver supporting a satellite-based GPS ALI-capable network to comply with the FCC's ALI requirements.

The network compliance with the above FCC requirements is dependent on: (a) the use of digital technology by the wireless network; (b) GPS satellite signals being able to reach the handset (such transmissions do not always work indoors, for example) ; and (c) handset signals reaching wireless "base stations" (atmospheric and environmental conditions may cause variations in handset receiving signal strength).

Also the transmission of the ALI information is subject, in part, to system constraints within the wireless network to which the E911 signal is transmitted and over which UT Starcom has no control.

Finally, customers are advised that the **TITA100**'s ALI capability is to be used for E911 purposes only.

For more information about placing emergency calls, see Chapter 3.

Compliance with Other FCC Regulations

OPERATING PROCEDURES

Never violate any of the following Rules and Regulations of the FCC when using your device. Such violations are punishable by fine, imprisonment or both.

- Never use obscene, indecent, or profane language.
- Never use your device to send false distress calls.
- Never wiretap or otherwise intercept a phone call, unless you have first obtained the consent of the parties participating in the call.
- Never make any anonymous calls to annoy, harass, or molest other people.
- Never charge another account without authorization, to avoid payment for service.
- Never willfully or maliciously interfere with any other radio communications.
- Never refuse to yield the line when informed that it is needed for an Emergency Call. Also, never take over a line by stating falsely that it is needed for an emergency.

IC Statement

Operation is subject to the following two conditions:

1. This device may not cause interference; and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Important Note

IC Radiation Statement:

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. End users must follow the specific operating instructions for satisfying RF exposure compliance.

This Class B digital apparatus complies with Canadian ICES-003.

WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.

The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city center, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

A.3 Additional Safety Information

This section provides more safety information in addition to the information at the beginning of the user manual.

When Driving

Do Not Use The PC Functions Of Your Pocket PC While Driving Or Walking

Never use the personal computer functions of your device while driving an automobile or any other moving vehicle. Always pull out of traffic and come to a stop in a legally permissible and safe location before using your device. Failure to do so could result in serious bodily injury in a traffic accident.

When driving:

- Always secure your device in its leather pouch.
- Never place your device on the passenger seat or anyplace else in the car where it can become a projectile during a collision or stop.
- An air bag inflates with great force. DO NOT place objects, including either installed or portable wireless equipment, in the area over the air bag or in the air bag deployment area. If in-vehicle wireless equipment is improperly installed and the air bag inflates, serious injury could result.

Never store or transport flammable liquids, gases or explosive materials in the same compartment of your automobile as the device or any of its accessories, as possible sparking in the device could cause ignition or explosion.

Never use your device while walking. Usage while walking could result in bodily injury caused by inattention to automobile traffic or other pedestrian hazards.

Using The Phone Function Of Your Pocket PC While Driving Is Extremely Dangerous

Talking on or using your Pocket PC phone while driving is extremely dangerous and is illegal in some states. Remember, safety comes first. Check the laws and regulations on the use of phones in the areas where you drive. Always obey them.

If you must use the phone function while driving, please:

- Give full attention to driving. Driving safely is your first responsibility.
- Use hands-free operation and/or one-touch, speed dialing, and auto answer modes.
- Pull off the road and park before making or answering a call.

WARNING: Failure to follow these instructions could lead to serious personal injury and possible property damage.

When Using Your Device Near Other Electronic Devices

Your wireless handheld portable pocket PC phone is a low power radio transmitter and receiver. When it is ON, it receives and also sends out radio frequency (RF) signals.

Most modern electronic equipment is shielded from RF energy. However, certain electronic equipment may not be shielded against the RF signals from your wireless pocket PC phone; therefore, use of your pocket PC phone must be restricted in certain situations.

In addition, the computer portion of your device produces low levels of RF energy due to the generation of digital timing pulses by its clock oscillator circuits. Your device has been equipped with internal shielding to minimize stray emissions of RF energy. However, use of the computer functions of your device must be restricted in certain situations.

PACEMAKERS

The Health Industry Manufacturers Association recommends that a minimum separation of six (6") inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research.

Never come closer than six (6) inches to a person with a heart pacemaker implant when using your device. Doing so could result in interference with the function of the pacemaker.

Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference.

Note This is not necessary if the pocket PC phone is not held to the ear.

- If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

HEARING AIDS

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

For more regulatory information about hearing devices, see "FCC Hearing-Aid Compatibility (HAC) Regulations for Wireless Devices".

OTHER MEDICAL DEVICES

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

HOSPITALS AND HEALTH CARE FACILITIES

Turn your device OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

ELECTRONIC DEVICES IN VEHICLES

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles. Check with the manufacturer or its representative regarding your vehicle. You should also consult the manufacturer of any equipment that has been added to your vehicle.

POSTED FACILITIES

Turn your device OFF where posted notices so require.

Turn Off Your Device Before Flying

AIRCRAFT

FCC regulations prohibit using the transmitting and phone functions of your device while in the air. In addition, most airline regulations prohibit the on-board use of portable PCs (and all other portable electronic devices that could potentially emit stray RF energy), particularly during take-offs and landings, to prevent any possible interference with the reception of signals by airborne electronic navigational devices.

Turn your device OFF before boarding an aircraft. Always request and obtain prior consent and approval of an authorized airline representative before using your device aboard an aircraft. Always follow the instructions of the airline representative whenever using your device aboard an aircraft, to prevent any possible interference with airborne electronic equipment.

Turn Off Your Device in Dangerous Areas

BLASTING AREAS

To avoid interfering with blasting operations, turn your device OFF when in a "blasting area" or in areas posted "Turn off two-way radio". Obey all signs and instructions.

POTENTIALLY EXPLOSIVE ATMOSPHERES

Turn your device OFF when in any area with a potentially explosive atmosphere and obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include fueling areas such as gas stations; below deck on boats; fuel or chemical transfer or storage facilities; vehicles using liquefied petroleum gas (such as propane or butane); areas where the air contains chemicals or articles, such as grain, dust, or metal powders; and any other area where you would normally be advised to turn off your vehicle's engine.

General Safety

Your pocket PC is a high quality piece of equipment. Before operating, read all instructions and cautionary markings on the product, battery and adapter/charger.

Failure to follow the directions below could result in serious bodily injury and/or property damage due to battery liquid leakage, fire or rupture.

DO NOT use or store this equipment in a place where it will be exposed to high temperatures, such as near an open flame or heat-emitting equipment.

DO NOT drop your device or subject it to severe shock. When not using, lay down the unit to avoid possible damage due to instability.

DO NOT expose this equipment to rain or spilled beverages.

DO NOT use unauthorized accessories.

DO NOT disassemble the device or its accessories. If service or repair is required, return unit to an authorized UT Starcom cellular service center. If the unit is disassembled, the risk of electric shock or fire may result.

Never allow metallic objects, such as staples and paper clips, to get into the inside of your device.

Never touch the liquid that might leak from a broken liquid crystal display. Contact with this liquid could cause a skin rash. If the crystal display liquid should come into contact with the skin or clothing, wash it immediately with clean water.

In the event that the device emits an unusual odor or sound or generates smoke, immediately disconnect the AC charger from the power outlet, then detach the battery.

Antenna Safety

Use only the supplied or an approved replacement antenna. Unauthorized antennas, modifications, or attachments could impair call quality, damage your device, or result in violation of FCC regulations. Please contact your local dealer for replacement antenna.

Do not use the device with a damaged antenna. If a damaged antenna comes into contact with the skin, a minor burn may result. Please contact your local dealer for replacement antenna.

Battery Safety

Your device uses a removable and rechargeable lithium ion battery. Please contact customer service for assistance should you need a replacement battery.

DOs

- Only use the battery and charger approved by the manufacturer.
- Only use the battery for its original purpose.
- Try to keep batteries in a temperature between 41°F (5°C) and 95°F (35°C).
- If the battery is stored in temperatures above or below the recommended range, give it time to warm up or cool down before using.
- Completely drain the battery before recharging. It may take one to four days to completely drain.
- Store the discharged battery in a cool, dark, and dry place.
- Purchase a new battery when its operating time gradually decreases after fully charging.
- Properly dispose of the battery according to local regulations.

DON'Ts

- Don't attempt to disassemble the battery – it is a sealed unit with no serviceable parts.
- Don't expose the battery terminals to any other metal object (e.g., by carrying it in your pocket or purse with other metallic objects such as coins, clips and pens). This can short circuit and critically damage the battery.
- Don't leave the battery in hot or cold temps. Otherwise, it could significantly reduce the capacity and lifetime of the battery.
- Don't dispose of the battery into a fire.

Lithium ion batteries are recyclable. When you replace the removable battery, please request the repair center to recycle the battery in accordance with RBRC standards. When disposing of the battery by yourself, please call RBRC at (800) 822-8837 for proper disposal tips.

Never touch any fluid that might leak from the built-in battery. Such liquid when in contact with the eyes or skin, could cause injury to the skin or eyes. Should the liquid come into contact with the eyes, irrigate the eyes thoroughly with clean water and immediately seek medical attention. In the event the liquid comes into contact with the skin or clothing, wash it away immediately with clean water.

Adapter/Charger

Use the Correct External Power Source

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

The AC Charger designed by UT Starcom for this unit requires the use of a standard 120 V AC power source for device operation.

Never attempt to disassemble or repair an AC charger. Never use an AC charger if it has a damaged or worn power cord or plug. Always contact a UT Starcom authorized service center, if repair or replacement is required.

Never alter the AC cord or plug on an AC charger. If the plug will not fit into the available outlet, have a proper outlet installed by a qualified electrician.

Never allow any liquids or water to spill on an AC charger when it is connected to an AC power source.

Always use the authorized UT Starcom AC charger to avoid any risk of bodily injury or damage to your cellular phone or battery.

Never attempt to connect or disconnect the AC charger with wet hands. Always unplug the AC charger from the power source before attempting any cleaning. Always use a soft cloth dampened with water to clean the equipment, after it has been unplugged.

Handling the cord on this product or cords associated with accessories sold with this product, will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. Wash hands after handling.

Always disconnect the travel charger or desktop charger from the power source when it is not in use.